

1. GENERAL:

- a. **GBLOC:** OANV
- b. **DODAAC:** N63821
- c. **POC:** TMO Officer: J. L. Haggard  
Supply Officer: SK1(SW) Moten
- d. **E-MAIL:** [haggard@wpb.nuwc.navy.mil](mailto:haggard@wpb.nuwc.navy.mil)  
[motenn@wpb.nuwc.navy.mil](mailto:motenn@wpb.nuwc.navy.mil)
- e. **TWX:** NAVUNSEAWARCEN DET AUTEC ANDROS ISLAND BAHAMAS//  
CODE 5//
- f. **MAIL:** TRAFFIC MANAGEMENT OFFICER/S/R  
ATTN CODE 5  
NAVAL UNDERSEA WARFARE CENTER DET AUTEC  
PSC 1012  
FPO AA 34058-9998
- g. **CROSS REFERENCE OF APOs/FPOs SERVED:** None
- h. **APOD:** None **WPOD:** 954th Trans Co, Cape Canaveral AFS,  
Cape Canaveral, FL-1R1
- i. **DSN:** 483-7390 EXT 6284/5410/5122 **COMM:** (561) 655-5155 EXT  
6284/5410/5122
- j. **FAX:** **DSN:** 483-6509/7695 **COMM:** (561) 802-3754

2. CONSIGNMENT INSTRUCTIONS:

- a. **DPM HHG, DPM BAGGAGE HI VALUE:** Consign to CDR 954th Transportation Company, Cape Canaveral AFS, Cape Canaveral, FL 32920-4499, for further transfer to Receiving Officer, Naval Undersea Warfare Center DET AUTEC, Andros Island, Bahamas. Mark for member. (See SPECIAL INSTRUCTIONS NOTE 2.) (CH)
- b. **ITGBL HHG AND BAGGAGE:** Not authorized.
- c. **PARCEL POST:** Consign to member or member's sponsor c/o Officer in Charge, Naval Undersea Warfare Center DET AUTEC, Andros Ranges, PSC 1012, FPO AA 34058-9998.

3. SPECIAL INSTRUCTIONS:

- a. **NOTE 1:** For advice only, contact Supply Officer, Naval Undersea Warfare Center DET AUTEC, Andros Island, Bahamas, at DSN: 483-7390 EXT 5410 or (561) 655-5155 EXT 5410; or Navy Admin Officer, Naval Undersea Warfare Center DET AUTEC, Andros Island, Bahamas, at DSN: 483-7390 EXT 5122/23/24. TMO Officer, Naval Undersea Warfare Center DET AUTEC, Andros Island, Bahamas, at DSN: 483-7390 EXT 6284.

b. **NOTE 2:** Patrick AFB, FL, does not accept: "Army Documentation for shipments going to the Bahamas." Documents should be mailed directly to CDR 954th Transportation Company, Cape Canaveral AFS, Cape Canaveral, FL 32920-4499. Off-base housing not available.

c. **NOTE 3:** Refer to record 10-1 BAHAMAS (BF) - GENERAL INSTRUCTIONS.

## CHAPTER 34

### 34-1 DIEGO GARCIA(IO) - GENERAL INSTRUCTIONS

REVIEW DATE: 31 JAN 02

#### 1. SHIPMENT INSTRUCTIONS:

a. **WEIGHT RESTRICTIONS:** Unaccompanied baggage weight limited to 500 lbs for enlisted personnel and 1000 lbs for officer. Unaccompanied members have small living quarters, therefore, should limit the amount of personal property shipped. Living quarters are equipped with government-owned furnishings. These furnishings consist of refrigerator, television, VCR, microwave, range in some quarters, air conditioner, tables, chairs, chest of drawers, beds and washers and dryers for use during tour of duty in Diego Garcia. (CH)

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.

c. **HARD LIFT AREA:** No.

d. **UNACCOMPANIED BAGGAGE:** Unaccompanied baggage shipments to Diego Garcia may include only items such as clothing, linens, dishes, cooking utensils, light housekeeping items, radio, portable stereo, portable television, VCR, microwave, other small articles essential to the health of the member, bicycle and professional books, papers and equipment needed in the performance of official duties.

#### 2. CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:

a. It is a requirement that all personnel, 05 and below, have their personal property shipments cleared through British Customs prior to delivery. Member will be asked to sign British Indian Ocean Territory (B.I.O.T.) Customs declaration form. Items such as weapons, including knives, full or empty shell and cartridge casings, ALL drugs and controlled substances, pornographic or obscene materials including videos and magazines, any foodstuffs that are not commercially marked or processed, all medicines, including prescribed and non-prescribed drugs and all fishing and crab nets must be cleared. All drugs, drug-related item or items that promote the taking of controlled or illegal substance, any equipment used for, or to enable the weighing, processing that have not been declared are liable for confiscation and destruction. Any person willfully trying to conceal any items is liable for prosecution under the B.I.O.T. law.

b. Member must bring receipts or proof of purchase or a legible copy of inventory for registration of bicycles with B.I.O.T. Police Office. It is also a requirement cyclists must wear cycling helmets.

#### 3. CONSUMABLES:

a. **ALCOHOLIC BEVERAGES:** Liquor/alcoholic beverages are permitted provided they are hand-carried.

b. **CIGARETTES/TOBACCO PRODUCTS:** Tobacco products are permitted provided they are hand-carried.

c. **COSMETICS:** No restrictions identified.

d. **FOODSTUFFS/MEATS:** Foodstuffs and meat products in sealed commercially packed containers are admissible. Fresh foodstuffs or anything perishable are not permitted.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** All medicines are to be declared, including prescribed and non-prescribed drugs. This includes any vitamins.

4. **ELECTRICAL EQUIPMENT:**

a. **HOME COMPUTERS:** No restrictions.

b. **TVs/VCRs:** Portable TVs and VCRs; no restrictions.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:** Household good items, including furniture items are prohibited. Oversized furniture and non-essential items should be placed in non-temporary storage at origin until duration of members' overseas Diego Garcia tour.

6. **PETS/QUARANTINE:** No pets allowed in Diego Garcia.

7. **PRIVATELY OWNED FIREARMS (POFs):** Importation is prohibited. All weapons (to include knives, spear, guns, etc), or anything that could be used as a weapon are prohibited on Diego Garcia. Full or empty shell and cartridge casings are prohibited.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** Shipment of POV is not authorized. Adequate Navy owned transportation is available.

b. **MOTORCYCLES/MOPEDS:** Motor bicycles, motorcycles, motor-scooters, and motorized go-carts are not authorized.

c. **GASOLINE/CATALYTIC CONVERTERS:** Not available.

d. **INSURANCE/SAFETY REQUIREMENTS:** Bicyclists are required to wear cycling helmets.

e. **OTHER:** Bicycles are authorized.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** All pornographic or obscene materials on any mediums, video tapes, CD-ROM, magazines, laser disks, etc., are prohibited.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Prohibited.

11. **TRANSMITTING EQUIPMENT:**

a. **CBS:** Importation is prohibited.

b. **AMATEUR/HAM RADIOS:** Prohibited.

c. **MARS EQUIPMENT:** Prohibited.

d. **DISH ANTENNAS:** Prohibited.

e. **CORDLESS PHONES:** No restrictions.

12. **SEPARATEES/RETIREEES ENTITLEMENTS/LIMITATIONS**: Separating and retiring to Diego Garcia is not authorized.

13. **OTHER:**

a. Authorized separatees, retirees, bluebark members and DOD civilian employees are entitled to ship from Diego Garcia to the Philippines. Andersen AFB, Guam, is the designated intransit port for all unaccompanied baggage shipments from Diego Garcia utilizing the one-time-only (OTO) rate solicitations for onward movement to the Philippines. (CH)

b. Personal property storage facilities are not available in Diego Garcia.

## CHAPTER 39

### 39-1 UNITED KINGDOM(UK) - GENERAL INSTRUCTIONS

REVIEW DATE: 06 FEB 02

(includes England, Scotland, Wales, and Northern Ireland)

#### 1. SHIPMENT INSTRUCTIONS:

- a. **WEIGHT RESTRICTIONS:** In accordance with governing regulations.
- b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions
- c. **HARD LIFT AREA:** United Kingdom is not a hard lift area.
- d. **UNACCOMPANIED BAGGAGE:** No restrictions

e. **BOOKING INFORMATION:** There are two separate ITGBL rate areas for the UK. England and Wales are in one rate area (currently there are no ITGBL rates for Northern Ireland). Scotland is in a separate rate area. Effective 1 APR 98, Scotland will become an OTO rate area. See record number 44-9 3AF Central Booking Agency (CBA), RAF Mildenhall, England (UK) for specific shipping procedures.

#### 2. CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:

##### a. **PERSONAL PROPERTY:**

(1) US Military Forces and civilian personnel on official duty in the UK are permitted duty free importation privileges. A DD Form 1434 (United Kingdom Customs Declaration for the Importation of Personal Effects of the US Forces/Civilian Personnel on duty in the UK) must accompany each shipment. Her Majesty's Customs and Excise (HMCE) will not allow onward movement for any shipment without the DD Form 1434. Failure to complete the form and provide it to the carrier at origin will cause significant delays in receiving shipments.

(2) Shipments for dependents (designated location moves, including British Nationals), retirees, separatees, and bluebark shipments may not be permitted duty free importation privileges. These members must personally arrange for customs clearance with HMCE and pay any duty that may be assessed. Clearance of property will be accomplished on a HMCE Form C3. To obtain this form, the member must write to HMCE, 3rd Floor West, West Block Ralli Quays, 3 Stanley St, Manchester M60 9la, or by phone at 011 44-1618-270307. British Embassies or Consulates may also have the form. The member must obtain the form and provide it to the carrier for arrival with the personal property. If this action is not taken, the shipment will be delayed by HMCE officials until the form is received. All additional costs for storage while the shipment is on hold is at the expense of the property owner. Shipments in this category should be consigned to a civilian delivery address. Do not consign to a military installation in the UK. Recommend storage at origin until the member can provide delivery address.

b. **INTRATHEATER SHIPMENTS:** United Kingdom customs clearance procedures for personal property moving under MTMC European Tenders of Service-Direct Deliveries.

(1) HMCE reserves the right to inspect all US forces shipments arriving in the UK and requires notification and appropriate documentation (DD Form 1434, inventory, AE Form 302, and European Community (EC) Form C-88) for all shipments. Please note, shipments which are not consigned for direct delivery to a residence in the UK (i.e., go through a carrier's agent) are not affected.

(2) To meet host nation customs entry requirements, the following actions must be taken:

(a) Provide destination TMO advance movement information via fax. Advance information should include copy of orders, DD Form 1434, UK delivery address, and ETA. If at all possible, this should be provided one week prior to the arrival of shipment in the UK.

(b) Instruct the carrier that AE Form 302 must be surrendered to the destination TMO.

(c) As soon as possible, mail PPGBL/AE Form 68B, DD Form 1299, inventory, DD Form 1434 (with member's signature in ink on all copies) to destination TMO.

(3) Destination TMO's/ITO's:

(a) Upon receipt of faxed information requested in para 2b(2) above, immediately prepare European Community Form C-88 for import IAW 3AFI 24-401. Show ETA of shipment in block 21 of Form C-88 and attach DD Form 1434. Forward both forms to HMCE, Alexandra Dock, Kings Lynn, Norfolk PE30 2ET.

(b) Upon receipt of mailed copies of DD Form 1434 (with original signature) and inventory from origin TMO, forward both documents to HMCE, Kings Lynn.

(c) Upon receipt of AE Form 302 from carrier, complete form IAW USAFER 75-4/USAREUR Regulation 55-355/USNAVEUR Instruction 4600.7e. Show Form C-88 reference number in block 33(keyed to USAFER 75-4, figure d-13, page d-30) "accompanying documents". Forward the above items to HMCE, Kings Lynn.

**NOTE:** Do not place firearms in European door-to-door shipments destined for the UK. A member with a firearm in his/her door-to-door shipment is in violation of UK law when the firearm is delivered to the residence. All firearms must be removed by HMCE prior to delivery. There is no way of obtaining prior approval or a firearms license in advance. Recommend Code 4 for shipments containing firearms.

**c. PREPARATION AND DISTRIBUTION OF THE DD FORM 1434 (UNITED KINGDOM CUSTOMS DECLARATION FOR THE IMPORTATION OF PERSONAL EFFECTS OF THE US FORCES/CIVILIAN PERSONNEL ON DUTY IN THE UK)**

(1) **Preparation:** The local origin TMO/ITO will provide the DD Form 1434 to the member and ensure an original and sufficient copies are prepared and provided to the carrier as outlined below. The member's original signature must be in blue or black ink on each copy. Reproduced or carbon copy signatures are strictly prohibited. The DD Form 1434 must be prepared as follows:

(a) Block 1a - Enter member's name only. The use of dependent's name or any other person's name, regardless whether a power of attorney is involved or not, is strictly prohibited, and will not be accepted.

(b) Block 1b - Self-explanatory.

(c) Block 2 - Date form prepared.

(d) Block 3 - Origin transportation office name, zip code.

(e) Block 4 - UK duty station and organization.

(f) Block 5d - Line through the words "does" or "does not" as applicable. If the shipment contains firearms, enter the type, make and serial number of each firearm being shipped (to include bb gun; air rifle; and, if known, enter the velocity).

(g) Block 5e - Line through the words "does" or "does not" as applicable. If the shipment contains a motorcycle/moped, enter the make, model, and year of manufacture, engine number, and chassis number on each motorcycle/moped included in the shipment.

(h) Block 5f - Line through the words "does" or "does not" as applicable. If firearms are included in the shipment, the words "does not" must be lined out and the word "firearms" must be entered after the word explain. For example, should the shipment contain deer antlers, line out "does not" and enter the words "deer antlers - import permit attached" or "not attached" (whichever is applicable) must be entered after the word explain.

(i) Block 5g - Line through the words "does" or "does not" whichever is applicable. If the words "does not" are lined through, then explain.

(j) Block 6a, 6b - Self-explanatory.

(k) Block 6c - Each copy of the DD form 1434 must be signed (original signature) only by the member, in blue or black ink. In unusual or emergency situations, if the member is not available to sign the DD Form 1434, the origin TMO/ITO may notify the destination TMO/ITO the shipment is moving without the completed DD Form 1434 and request the member complete the form on arrival. Ensure this method is closely monitored and coordinated with the destination TMO/ITO and the carrier/agent. Shipments arriving in the UK without the DD Form 1434 will not be released by HM customs until the form is received, therefore, this procedure must only be used in unusual or emergency situations.

## **(2) Distribution:**

(a) **ITGBL Shipments:** Carrier/local/port agent will be instructed to ensure both copies of DD Form 1434, a legible copy of inventory, and any import permits, are readily available for customs clearance in the UK. Shipments will not clear customs until DD Form 1434 is made available to HMCE officials.

(1) Original and 1st copy: Carrier/agent with one copy of DD Form 1299 and copies of any import permits (require carrier/agent to acknowledge receipt of these documents).



(2) 2nd and 3rd Copies: Forward to destination TMO/ITO with other advance documents.

(3) 4th Copy: Member will retain this copy.

(4) 5th Copy: Origin TMO file copy.

(b) **DPM Shipments:** DPM contractor will be instructed to ensure both copies of DD Form 1434, one copy of the DD Form 1299, copies of any import permits, and a legible copy of the inventory are inserted in a waterproof envelope (marked "do not remove - for UK customs") and attached to the number 1 container. Reproduced copies of the DD Form 1434, or carbon copied signature, will not be accepted by HMCE officials.

(1) Original and 1st Copy: Give to DPM contractor with one copy of DD Form 1299. TMO/ITO must require the DPM contractor to acknowledge receipt of these documents.

(2) 2nd and 3rd Copies: Forward to destination TMO/ITO with a copy of the inventory and other advance documents.

(3) 4th Copy: Member will retain this copy.

(4) 5th Copy: Origin TMO file copy.

### 3. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are restricted items and should not be shipped without consulting the appropriate UK agency or 3AF Traffic Management (3AF/LGTT) for further details. HMCE advises not to include any alcoholic beverages in personal property shipments. Members may be assessed duty and shipments could be delayed.

b. **CIGARETTES/TOBACCO PRODUCTS:** No restrictions identified.

c. **COSMETICS:** No restrictions.

d. **FOODSTUFFS/MEATS:**

(1) Meat and products containing meat including ham, bacon, sausage, pate and canned meat products, poultry and products including canned products containing poultry meat, fish and products including canned products containing fish/shellfish, eggs and products containing egg, milk and other products with a dairy content, honey, gelatin and pet food are prohibited items that cannot be shipped to the UK except for the following personal allowances:

Up to 1kg canned meat products

Up to 1kg fishery products

Up to 1kg dried milk powder

Up to 1kg honey

Fully cooked cakes or biscuits. (CH)

(2) Authorized foodstuffs must be placed into the number one container of personal property shipments destined to the UK and clearly identified on the personal property inventory. Generic, non-specific entries (foodstuffs, food etc., are not advised). Shipment containing foodstuff

of any type may be opened for inspection by UK Coastal Port Health Authorities which will delay delivery to the member at destination. To prevent delays, recommend food items not be shipped with personal property destined to the UK. Additional information on hoof and mouth disease within the USEUCOM AOR can be found at [www.eucom.mil/news/hoof&mouth/index.htm](http://www.eucom.mil/news/hoof&mouth/index.htm). (CH)

(3) Plants, parts thereof, and plant produce including trees and shrubs, potatoes and certain other vegetables, fruit, bulbs, and seeds are prohibited items that cannot be shipped into the UK. (CH)

(4) Authorized foodstuffs must be placed into the number one container of personal property shipments and clearly identified on the personal property inventory. Generic, non-specific entries foodstuffs, food, etc., are not allowed. (CH)

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS :** Controlled drugs (which include: opium, heroin, morphine, cocaine, cannabis (marijuana), amphetamines, and lysergic acid(LSD)) are prohibited items that cannot be shipped into the UK.

#### 4. **ELECTRICAL EQUIPMENT :**

a. **HOME COMPUTERS :** No restrictions identified.

b. **TVs :** American televisions are usually not compatible with the British (PAL) broadcasts transmitting system. A current TV license is required for British TV broadcasts. Cost is approximately \$150.00 per year.

c. **OTHER (I.E. COMPATIBILITY, ETC) :** Electrical appliances: Not all economy homes have the appropriate connections for washers, dryers, refrigerators and freezers. If you live in off base housing, a transformer is required to convert the electric current from 240 volts to 110 volts. Electrical appliances such as toasters, electric frying pans, broilers, or appliances relying on heating elements will operate on 50 cycle electrical current. This will cause some electrical appliances to operate slower and slightly warmer. Service life of these items may be reduced.

5. **FURNITURE, OVERSIZED :** Anyone moving to the UK should seek the advice of their sponsor when determining suitable furniture for British homes. Most homes are small; large American size furniture may not fit into some rooms. Narrow staircases and passageways may prevent placement of the furniture into the appropriate rooms.

#### 6. **PETS/QUARANTINE :**

a. **Dangerous Dog Act :** The Act applies to The Pit Bull Terrier, Japanese Tosa, Fila Braziliera and the Dogo Argentino. The Act makes it a criminal offense to keep fighting dogs in public unless it is muzzled and on a leash. The animal must also be under control of an individual at least 16 years of age. Violators could face fines up to 2,000 pounds sterling (or approximately \$3,400.00) and six months in prison. The Act also prescribes strict control on dogs of all breeds. People who allow their dog to be dangerously out of control in public will face the same fine. If a dog actually causes injury, the owner will face an unlimited fine and up to two years imprisonment. Additionally, the animal could be destroyed. It is also illegal to breed, sell, exchange, give away, or abandon a fighting dog, or allow the animal to stray. Exemption to the current law is available only if the designated breeds have been neutered, tattooed with a special number,

permanently identified with a special approved implant chip. The owner must obtain liability insurance. It is highly recommended that members not import any cross breed dog which may be included in the above description. Affected animals will be exported or destroyed.

**b. The Pet Travel Scheme(PETS):** Members originating travel from certain European Countries (see paragraph 2 below) may be able to bring their pets to Britain without having to put it in quarantine under a program known as the Pet Travel Scheme (PETS). The pet must meet certain conditions prior to arrival in the UK.

(1) The following procedures must be followed to move a pet under the scheme. Please note these procedures must be done in the order and time specified. Failure to comply with the specified guidelines may result in your pet being denied entry under PETS.

(a) The pet must be fitted with a radio frequency identification device (RFID), in other words a microchip. The UK Government strongly recommends that the microchip device conforms to International Standards Organization (ISO) standard 11784 or Annex A to ISO standard 11785.

(b) The pet must be vaccinated against rabies. Vaccination can be done any time after the microchip is fitted. If the pet has been vaccinated before the microchip was fitted, it must be vaccinated again after the pet has a fitted microchip to ensure that the pet is correctly identified when it is vaccinated. Rabies vaccination and microchip can be done at the same time.

(c) The pet will require a blood test. The blood test must be done at a laboratory recognized by MAFF. The MAFF recommends the blood test is done at least 30 days after the rabies vaccination. The veterinarian will have information regarding approved laboratories and will arrange the blood test for you. **NOTE:** There is a minimum **6 months** waiting period after the blood test. If there is a negative result, then the rabies vaccine, blood test and 6 month waiting period start again.

(d) The pet must be treated against ticks and tapeworms 24 to 48 hours prior to entry to the UK. Any vet in a qualifying country can carry out this treatment. Procedures for ticks and tapeworms are required every time the pet departs the UK, even if it is only on a day trip. A certificate will be issued each time the treatment is carried out and must be presented to the transport company or HMCE upon request.

(e) After all the requirements above are met, you will receive an official PETS certificate. This will be issued by a vet authorized by the UK Government or by the government of a qualifying country.

(2) Participating countries, general information, and required forms are available from the nearest British Consulate or from the Ministry of Agriculture, Fisheries and Food(MAFF), Rabies Branch, Hook Rise South, Surbiton, Surrey, KT6 7NF. MAFF can be contacted via phone at 44 (0) 870-241-1710, or on PETS web page at <http://www.maff.gov.uk/animalh/quarantine/index.htm>.

**b. Pet Entry under normal conditions (this applies to all countries not under PETS).** Dogs and cats require an import license and boarding certificate which must be obtained prior to making final arrangements or shipment into the UK. Information can be obtained from MAFF in the above paragraph.

c. Other pets require special import licenses and boarding certificate according to the type of animal. Contact MAFF at address above for specific information.

d. **Quarantine:** There is a 6-month quarantine requirement for dogs and cats entering the UK and various requirements for other pets. The costs for maintaining pets in approved quarantine kennels is expensive and could range up to \$2,000.00 for the 6 month period. Other fees (such as collection of pets from the airport, handling and customs clearance, required shots, veterinary fees, and grooming) are not included in quarantine fees. Advance arrangement for approval must be made with the MAFF at the above address.

7. **PRIVATELY-OWNED FIREARMS (POFs), WEAPONS, AND ASSOCIATED ITEMS :**

a. **PROHIBITED ITEMS:** The following categories of weapons and related items are prohibited in the UK and cannot be shipped into the UK. Licenses are not obtainable for these items in the UK (see paras 7b thur 7d for permitted firearms and requirements). All prohibited weapons are seized and destroyed by HMCE officials. In addition, importation or possession of handguns pistols/revolvers) is an offense punishable by a lengthy prison sentence. To obtain further information, please write HMCE, Alexandra Dock, Kings Lynn, Norfolk PE30 2ET, or fax 011-44-1553-767140. Prohibited weapons and associated items include:

- (1) Mace and tear gas
- (2) Flick (switchblade) knives, butterfly knives, swordsticks, knuckle-dusters, telescopic truncheons and some types of martial arts equipment
- (3) Burst fire weapons (includes fully automatic firearms)
- (4) Self loading (includes semiautomatic firearms)
- (5) Pump action rifles (except those chambered for .22 rim fire ammunition)
- (6) Repeating shotguns with a barrel less than 24 inches or overall length less than 40 inches (combat type shotguns)
- (7) Any firearm disguised as another object (e.g., walking stick or umbrella shotguns, air canes, pen pistols and belt buckle pistols)
- (8) All handguns (pistols and revolvers)
- (9) Stun guns
- (10) **All Ammunition and Explosives:** Ammunition and explosives, which includes fireworks, are prohibited items that cannot be shipped into the UK (DOD also prohibits the shipment of ammunition/explosives in personal property shipments).

b. **RESTRICTED ITEMS:** The following categories of weapons and related items are restricted and should not be shipped without consulting the appropriate UK agency or 3AF Traffic Management (3AF/LGTT) for further details.

- (1) All firearms not listed in the prohibited category, (see para 7a(1) above).

(2) BB pistols, gas pistols, and similar weapons

c. **PERMISSIONS:** The following restricted weapons and related items may be permitted into the UK. However, local constabularies make case-by-case decisions on issuing firearms licenses and shotgun certificates. (**NOTE:** Shotguns may fall within the prohibited firearms category depending on the characteristics of the weapon):

(1) **Firearms:** This category includes:

(a) Rifles that are not on the prohibited list.

(b) Repeating shotguns, not on the prohibited weapons list, capable of holding more than two shells (including magazine or combination of magazine and breach). Nearly all American repeating shotguns will fall into this category and will require a firearms certificate. Members may want to modify the shotgun by the installation of a permanent plug certified by a British proof house. Modification could cost \$100.00 or more, but it would allow licensing of the weapon under a shotgun certificate, which costs approximately \$75.00 for five years.

(2) **Shotguns:** Only shotguns not on the prohibited weapons list (shotguns with a barrel less than 24 inches long or an overall length of less than 40 inches fall in the prohibited category) or in the firearm category can be considered shotguns under British law. Basically, the shotgun may not be capable of holding more than two shells. If the shotgun has a combination magazine/breach capacity of more than two shells, as a minimum it will fall into the firearms category and must be licensed accordingly. Double-barreled shotguns are generally accepted in the UK and cause the least amount of difficulty to license.

(3) **Toy-Related Guns:** No restrictions.

d. **POSSESSION AND LICENSING OF HANDGUNS/RIFLES/SHOTGUNS:**

(1) Importation or possession of handguns (pistols/revolvers) is a criminal offense under British law. See 7a, only certain firearms may be permitted in the UK. We strongly recommend only shotguns; in the shotgun category described above be shipped. Rifles and repeating shotguns should be placed in storage or left with relatives. Use of rifles and shotguns is severely limited.

(2) All firearms (including bb guns, air weapons, etc.) are subject to inspections on arrival. The member and carrier must ensure firearms are placed in the number one container for easy access by customs officials. They must also be properly identified on the DD Form 1434 (Section 5d). If the firearm is not located in the number one container, the entire shipment will be searched until the firearm is located and removed. Personnel failing to follow these instructions will experience severe consequences and significant delays in receiving their household goods. Failure to claim firearms on the DD Form 1434 is an offense punishable under the UCMJ.

(3) Firearms including shotguns will be detained by customs officials for up to 90 days while the member accomplishes all licensing and registration paperwork. The member must notify customs officials once all licensing requirements are complete. The member must also make arrangement to pickup the firearm(s) from the Queen's bonded warehouse.

(4) Firearm and shotgun certificates are issued by the local constabulary on a case-by-case basis. Issuance is not automatic. The certificate specifies how the firearm listed may be used and stored. US forces personnel are normally not given permission to remove their private firearms from the US Armory unless they are members of an approved rifle club. It usually takes at least 9 months to become such a member. The firearm certificate will cost approximately \$100 for each weapon and will be good for 5 years.

(5) **Application for the Grant/Renewal/Variation of a firearm certificate (HM Firearms Form 1 rifles, etc.)** The cost is approximately \$100.00 and the certificate is renewable after 5 years at approximately \$80.00 per renewable period (five years).

(6) **Application by a visitor to Great Britain for the grant or renewal of a shotgun certificate (HM Form 71 for shotguns only):** The cost is approximately \$75.00 and the certificate is renewable after five years at approximately \$31.00 per renewable period.

**NOTE:** As these are only applications for a firearms certificate, UK permission will not necessarily be granted. US Navy personnel assigned to COMNAVACT London must contact their local unit of assignment for instructions.

8. **PRIVATELY OWNED VEHICLES (POVs) (INCLUDING MOPEDS AND MOTORCYCLES)**:

a. **POVs/MOTORCYCLES/MOPEDS:** (includes information on prohibited vehicles, colors, etc.)

(1) Unaccompanied members, US Forces Military, and civilian personnel, are allowed to import or purchase one (1) duty free vehicle.

(2) Accompanied members with spouse are allowed to import or purchase two (2) duty free vehicles. Only one vehicle may be shipped per active duty service member or DOD employee at Government expense. The importation allowance has no bearing on the one POV per active duty member shipping entitlements.

(3) Members exceeding the importation allowance will be assessed a valuation duty by HMCE. The current duty is 33 percent of the current UK market value of the vehicle. This percentage is subject to change. Payment must be made prior to taking possession of the vehicle.

(4) All motor vehicles (including mopeds and motorcycles) will not be customs cleared until the member arrives on station and completes HMCE Form 941. This form is only available in the UK and is issued by the Security Police Pass and Registration Section (or similar agency) at each installation.

(5) Motorcycles and mopeds shipped in household goods must be clearly identified on the DD Form 1434, and packed in a separate container to prevent the members entire shipment from being delayed while HMCE locates and removes the motorcycle from the shipment.

b. **GASOLINE/CATALYTIC CONVERTERS:** There is adequate unleaded fuel available on and off base for operation of catalyst equipped POVs.

c. **INSURANCE/SAFETY REQUIREMENTS:**

(1) Operation and licensing requirements:

(a) Before a motor vehicle can be operated on UK highways each operator must be properly insured.

(b) Military or DOD civilian personnel and their dependents must possess a USAFE driving permit (USAFE Form 374). The permit is issued to those personnel possessing a valid US driving license, the host country's license, another country's license, or a permit issued by another military authority (i.e., SF Form 46 or US Forces Japan) and after completion of a local driving conditions course.

(c) UK provisional license (learners permit) and UK operators license (drivers license) may be obtained, but the process is costly and the exams are generally regarded as the most difficult in the world.

(d) To operate a motorcycle/moped in the UK all personnel (military, DOD civilian, and dependents) must have an endorsement on their stateside drivers license reflecting they can operate a motorcycle (this statement covers mopeds). They must also attend course seven and satisfactorily complete a hands on driving test conducted by a certified ground safety instructor in the UK. Each installation commander may establish other requirements and testing. Personnel without a stateside motorcycle license or an endorsement may operate a motorcycle/moped after satisfactorily completing a safety course in the UK. Dependents without a stateside license will have to obtain a United Kingdom provisional and then a United Kingdom operators license.

**NOTE:** Navy personnel are not required to possess a USAFE Form 374 nor attend safety course seven.

(2) Required documents to pickup vehicles from the water port:

(a) Proof of UK insurance.

(b) USAFE Form 374 (except Navy personnel and British/international license holders).

(c) DD Form 788.

(d) Extra set of keys.

(3) **Vehicle Registration and Testing:** All vehicles must be registered with the appropriate security police pass and registration office within 72 hours after pickup from the port. Any vehicle 3 years old or older must receive a test prior to base registration. Testing will cost approximately \$50.00; however, the vehicle test is more detailed than stateside inspections. Repairs required to pass testing can be very expensive. Most US vehicles must undergo major changes or additions to the vehicle lights, specifically the headlights, turn signals, white front park lights, and rear fog lights. The cost of the light conversion on some newer model POVS can be expensive or nearly impossible to convert. Recommend owners with newer model vehicles check with US vehicle dealership about the light conversion prior to shipping vehicle. Testing is mandatory and must be performed before a vehicle can be taxed and licensed in the UK. The British Department of Transport will only accept original state title, US Government (DD Form 430) or foreign Government titles as proof of ownership before the vehicle can be taxed and licensed in the UK.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL :**

a. **Sexually Explicit Material** are prohibited items that cannot be shipped into the UK. For material to be considered sexually explicit and within the prohibition it must clearly show sex acts taking place (i.e., penetration or oral contact with the genitals must be clearly shown). Simulated scenes where the point of penetration etc., is not in camera view are not considered obscene. In more unusual areas, such as bondage or sado-masochism, key factors would be tying up in unnatural positions, the use of gags, and the depiction of violence in a sexual context (e.g., graphic torture and rape).

**NOTE:** The restrictions apply to all mediums, videotapes, magazines, cinematography films, computer disks, CD-ROM, laser disk, etc.

b. **Material Depicting Violence:** This must be visually explicit to bring it within the prohibition. Shipments containing articles portraying excessive violence against humans and animals such as scenes of decapitation, excision of limbs, gouging of eyes, cannibalism, garroting, torture, and dog fighting may not be imported. In general terms, scenes of mutilation are considered to fall within the prohibition. In particular, graphic scenes of violence against women also fall within the scope. When considering this type of material it is useful to compare scenes found in legally produced 18 rated UK videos. Comparisons should not be made with scenes in films shown at the movie theater. The criteria applied to films for movie theater presentation is not as strict as for video material where access by children cannot be effectively controlled.

**NOTE:** The restrictions apply to all mediums, video tapes magazines, cinematography films, computer disk, CD-ROM, Laser disk, etc.

10. **STUFFED WILDLIFE ANIMALS/WOOD ARTICLE RESTRICTIONS :**

a. Wood with bark attached (including such wood in the form of carvings, rough furniture etc.) are restricted items and should not be shipped without consulting the appropriate UK agency or 3AF Traffic Management (3AF/LGTT) for further details.

b. Most animal and bird articles derived from rare species whether alive or dead (stuffed), including fur skins, ivory, reptile leather, and goods made from them are restricted items and should not be shipped without consulting the appropriate UK agency or 3AF Traffic Management (3AF/LGTT) for further details.

c. **WILDLIFE TROPHIES:** (Deer antlers, moose racks, elk horns, etc.) prior to shipment of items in the restricted category personnel should contact the Department Of Environment, Wildlife Conservation, Licensing Section, Tollgate House, Houlton Street, Bristol BS2 9DJ for permission to import these items. Failure to do so could delay clearance of the shipment on arrival.

**NOTE:** Word of caution about the term "stuffed animals" : The term "stuffed animals" in the UK means wildlife trophies. Ensure the carrier annotates stuffed toys on the inventory as stuffed toys instead of stuffed animals to avoid shipment being delayed while UK customs inspect the items. These are restricted items and should not be shipped without consulting the appropriate UK agency or 3AF Traffic Management (3AF/LGTT) for further details.



11. **TRANSMITTING EQUIPMENT:**

a. **CBS/RADIO TRANSMITTERS:** Walkie-talkie's, citizen's band radios, etc., capable of operating on certain frequencies prohibited for use in the UK. To obtain further information, please write to HMCE, Alexandra Dock, Kings Lynn, Norfolk PE30 2ET, or fax 011-44-1553-767140.

b. **AMATEUR/HAM RADIOS:** No restrictions identified.

c. **MARS EQUIPMENT:** No restrictions identified.

d. **DISH ANTENNAS: Satellite dishes:** Personal satellite dishes can be shipped to the UK as long as they are only used for the reception of television programs intended for general reception. Installation of a satellite dish cannot cause interference to other users. Permission from the local council responsible for zoning restrictions and licenses must be obtained prior to the dish being installed. The license is obtained from the Department Of Trade and Industry, Room 513, Waterloo Bridge House, Waterloo Road, London SE1 8VA.

e. **CORDLESS PHONES:** No restrictions identified.

12. **SEPARATEES/RETIREEES ENTITLEMENTS/LIMITATIONS: SEE PARAGRAPH 2. a (2)**

13. **OTHER:**

a. **Counterfeit Money:** Counterfeit coins and bank notes are prohibited items that cannot be shipped into the UK.

b. **Lawn Equipment:** Lawn mowers and other garden tools should be shipped; most homes have gardens which require maintenance.

c. **Boats, Outboard Motors, Boat Trailers, And Other Boat Accessories:**

(1) US Forces Military and civilian personnel, on official duty in the UK, may import boats, outboard motors, boat trailers, and other boat accessories duty free in household goods. Boats and accessories must not be lent, hired, or disposed of in the UK. Also, they must not be of UK origin. There is no need to register the boat with the Department of Transport unless it will be used for commercial purposes. The boat will have to be registered locally with the water authority where the boat will be used.

(2) If the boat will be going across the English Channel, it must be registered with the Royal Yachting Association in London. After the boat has cleared customs and is ready for pickup, the trailer must have a rear license plate with the same number as the towing vehicle.

## CHAPTER 43

### 43-1 GERMANY(GE) - GENERAL INSTRUCTIONS

REVIEW DATE: 11 FEB 02

#### 1. SHIPMENT INSTRUCTIONS:

##### a. WEIGHT RESTRICTIONS:

###### (1) AIR FORCE PERSONNEL:

(a) **Accompanied tours:** Full JFTR weight allowance for all areas.

(b) **Unaccompanied tours:** Enlisted E-5 and above, and officers are authorized full JFTR. E-4 below normally authorized only UB allowance or 10 percent of full JFTR. Exceptions to this policy may be authorized under AF SUP/JFTR Vol 1 on a case-by-case basis. In addition, the ordering issuing agency should consult the Zeus file in the Personnel Data System (09ycov4/JFTR\_TBL) to verify if government quarters or government furnishings are available.

###### (2) ARMY PERSONNEL:

(a) **Accompanied tours:** Full JFTR weight allowance for all areas.

(b) **Unaccompanied tours:** Weight allowances for single/unaccompanied personnel are in accordance with weights listed in Appendix V.

(c) **Single/unaccompanied officers and personnel in grades of E7 through E9:** Assigned to the following APO numbers in the Kaiserslautern area are authorized full JFTR: 09009, 09012, 09021, 09054, 09180, 09227 and 09263.

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.

c. **HARD LIFT AREA:** No restrictions identified.

d. **UNACCOMPANIED BAGGAGE:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** Customs clearance is arranged by designated officers at military terminals and by the receiving TMO on ITGBL shipments moving through commercial ports of entry. Identification of shipments for active duty US Forces is a prerequisite to import. Inspection may be made to determine goods are properly described and do not contain contraband. Documents on shipments for retired or separated personnel moving by PPGBL must be conspicuously marked with the words "RETIREMENT SHIPMENT" or "SEPARATION SHIPMENT" as applicable. Advise these personnel all customs and entry requirements remain a personal responsibility.

#### 3. CONSUMABLES:

a. **ALCOHOLIC BEVERAGES/CIGARETTES/TOBACCO PRODUCTS:** Importation in UB/HHG is prohibited.

b. **COSMETICS:** No restrictions identified.

c. **FOODSTUFFS/MEATS:** No restrictions identified.

d. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Private individuals to include personnel holding status under the NATO SOFA and the supplementary agreement are prohibited from introducing into Germany (in unaccompanied baggage or mail channels) any drugs or substances whose sale outside a pharmacy is prohibited by the German Pharmaceutical Law. Such drugs/substances can be imported only when in accompanied baggage and prescribed by a physician.

4. **ELECTRICAL EQUIPMENT:**

a. **HOME COMPUTERS:** No restrictions identified.

b. **TVs/VCRs:** No restrictions identified.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:** Service members shipping large items such as king and/or queen size box springs and mattresses, oversized sofas, or other large furniture items that cannot be disassembled, may encounter problems when residing in government or economy housing due to narrow stairwells. Economy living quarters are generally smaller than those in CONUS. Washers, dryers, ranges, refrigerators, kitchen cabinets, and wardrobes are furnished for government and economy quarters.

6. **PETS/QUARANTINE:**

a. **GENERAL:** A health certificate no older than 20 days prior to shipment (10 days prior to shipment for intratheater transfers), a statement certifying pet originated from an area which had no rabies reported within a 12.5 mile radius, rabies shots are required not earlier than 30 days prior to and not more than 1 year from date of entry into Germany, and one copy of military orders must accompany the pet. Pets arriving unaccompanied by their owners require additional documentation from the host nation officials for import. Questions concerning unaccompanied pet importation or regarding the importation of animals other than dogs and cats, as well as plants and plant parts, may be submitted before importation to either a local German customs officer or may be referred to the USEUCOM Customs Executive Agency via the "Customs Hotline". Within Germany call DSN 381-7610/CIV 0621-730-7610 or from the CONUS 011-49-621-730-7610. E-mail inquiries may be sent to [rowlanda@manupo.pmo.army.mil](mailto:rowlanda@manupo.pmo.army.mil) or [johnsonw@manupo.pmo.army.mil](mailto:johnsonw@manupo.pmo.army.mil). Written requests may be forwarded to the USEUCOM CUSTOMS EXECUTIVE AGENCY, ATTN: ECJ1-CEA-S, Unit 29931, APO AE 09086.

b. **RESTRICTIONS:** The German Government passed a law that prohibits importing four breeds of dogs and crossbreeds of these dogs into Germany. The four breeds are the pit bull, American Staffordshire terrier, Staffordshire bull terrier, and bull terrier. This law also placed restrictions on several other dog breeds that are considered potentially dangerous. Dog owners who need information on host-nation restrictions should contact their supporting military veterinary treatment facility (VTF). U.S. Army veterinary personnel can provide information on dangerous dogs and help personnel register their dogs with local authorities if required by host-nation law. The 100th Medical Detachment website at <http://vets.amedd.army.mil/100th%20bn/index.htm> lists VTF locations and provides more information about dangerous dogs. (CH)

7. **PRIVATELY OWNED FIREARMS (POFs)**: To avoid the possibility of German criminal prosecution for unauthorized possession of weapons or the possibility of punishment under the Uniform Code of Military Justice, privately owned firearms will not be included in household goods/unaccompanied baggage shipments, handcarried, or transported in luggage to Germany unless the owner possesses a valid German Weapons Possession Card (Waffenbesitzkarte) specifically listing those firearms. Headquarters, USAREUR and German Federal Ministry of the Interior are developing procedures to enable military and civilian personnel assigned to Germany and their dependents to obtain these cards through the USAREUR Central Registry. Members who have in their possession Waffenbesitzkarte from a previous assignment in Germany are authorized to ship POFs, as long as the Waffenbesitzkarte covering the POFs to be shipped has not expired. Copy of the Waffenbesitzkarte must accompany shipment.

8. **PRIVATELY OWNED VEHICLES (POVs)**:

a. **POVs**: The inland pickup and delivery of POV in Germany (program applies to personnel assigned to locations in the Federal Republic of Germany, Giessen and points south). Berlin and points north of Giessen are not included in this program.

(1) **Military Communities Served**: Each Area Support Group(ASG) Vehicle Processing Center (VPC) location and telephone numbers are provided in PPCIG, VOL II, Overseas, Appendix IV, Outloading Port for Privately Owned Vehicles.

(2) **Entitlement**: POV larger than 20 measurement tons (800 cubic feet) will incur excess cost unless an exception is granted for medical need (i.e., handicapped family members) or when joint spouse military couples elect to combine their 20 MT entitlement into one 40 MT entitlement.

(3) **Inbound shipments (to Germany)**. To order, owner needs to:

(a) Obtain USAREUR POV driver's license.(See b below)

(b) Obtain POV insurance.

(c) Obtain verification that POV has arrived at local VPC.

1. Post card from local VPC.

2. Name on weekly arrival list posted at local TMO/ITO (list provided by contractor).

3. Copy of FAX listing via ITO for direct inquires.

(d) Bring copy of PCS orders, driver's license, DD Form 788, USAREUR Registration ID and proof of insurance to contractor's office.

(e) Ensure any damage or missing items are noted on DD FORM 788.

(f) Show at scheduled time to receive POV.

(g) Proceed to POV safety inspection station.

(h) Proceed to vehicle registration.

(4) **US State license plates** are not required on POVs arriving in Germany since USAREUR plates are issued when the member picks up the POV. As some states provide a partial refund for plates turned-in prior to expiration date, members have the option to remove the plates when the POV is turned-in to the port for shipment. It is a member's responsibility to remove the plates. A claim for lost plates will not be authorized.

(5) **POV Tracing:** Log into the website [www.whereismypov.com](http://www.whereismypov.com), or contact the destination Vehicle Processing Center (VPC) toll free at 0130-842030.

b. **USAREUR CERTIFICATE OF LICENSE:** In order to register and operate a POV in Germany, a USAREUR certificate of license must be obtained which requires passing a very stringent test on European driving rules, requirements, and road signs. An individual must be in possession of a valid U.S. state license, or a valid license from another country, as a prerequisite for taking the test. Unit issued military operator's permits also meet the requirement for obtaining a USAREUR certificate of license, however, these permits can only be issued to service members and civilian employees. Family members cannot be issued a military operator's permit, therefore, family members not in possession of a valid license from the USA or another country, cannot be issued a USAREUR certificate of license. Any additions of different classes, such as a motorcycle endorsement must first be authorized on the valid state or country license. USAREUR is no longer permitted to issue learner's permits, or instructor's permits; and parents are not allowed to "teach" family members how to drive. Individuals arriving in Germany without a valid license desiring to obtain a USAREUR certificate of license must first complete requisite training and licensing in CONUS, or complete local German training and licensing requirements prior to being issued a USAREUR certificate of license. Cost of local training is expensive.

c. **MOTORCYCLES/MOPEDS:**

(1) **Air Force personnel:** must have a valid state or country license with a motorcycle endorsement, and a course completion card from the Motorcycle Safety Foundation in order to be licensed to operate a motorcycle in Germany. Persons who do not have a valid state or country motorcycle license will be required to be licensed at a German driving school at personal expense (approximate cost \$1400.00).

(2) **Army personnel:** must have a valid state or country license with a motorcycle endorsement, and are required to attend a motorcycle orientation course, take a 30-question written test, and then attend a motorcycle proficiency course in order to be licensed to operate a motorcycle in Europe. There is no cost for completion of these requirements. Persons who do not have a valid state or country motorcycle license will be required to be licensed at a German driving school (at personal expense, see approximate cost in (1) above), or obtain a state motorcycle license before being licensed to operate a motorcycle in Germany.

(3) **Accompanied personnel:** Two POVs and two motorized recreational POVs, or one motorized and one non-motorized recreational vehicle are permitted to be registered in Germany.

(4) **Unaccompanied personnel and single parent:** One POV and one motorized or non-motorized recreational POV are permitted to be registered in Germany.

(5) **Non Temp Storage(NTS):** Customers must be briefed prior to shipment of a motorcycle as to potential costs and the option to place their motorcycle in NTS.

(6) **Alteration/Motorcycles:** Motorcycles will be rejected when the motorcycle has been altered or modified to change the center of gravity or wheel base from what was established by the manufacturer.

**NOTE:** A recreational vehicle is defined as a POV normally used only during certain seasons (for example, motorcycle, camper, motor home, and trailer).

c. **GASOLINE/CATALYTIC CONVERTERS:** No restrictions.

d. **INSURANCE/SAFTY REQUIREMENTS:** Service members should be Informed of the higher insurance rate for Privately Owned Vehicles (POV) in Germany, before shipping their POVs. Only insurance companies approved by the German Government are authorized to issue a 29a (proof of German Minimum third party liability insurance) to register a POV in the U.S. Forces system in Germany. There are two insurance systems service members can choose from in Germany. NATO Tariff and German Tariff. Several companies issue policies in the United States for registration of POVs in Germany. The differences in the systems are the following.

(1) **NATO Tariff:** Annual tariff rates are based on age and marital status (all payments can be made in US currency). The most expensive category personnel are individuals under 25 years of age and single.

(2) **German Tariff:** Rates are based on POV HP/PS/or KW, location where POV is registered and individual's driving record (substantiated by letter from service member's home insurance office in U.S. only). Payment in the local German currency is required.

e. **SAFETY REQUIREMENTS:** A POV shipped to Germany must also pass USAREUR safety standards before it can be registered for driving in Germany. The cost of repair work and parts are very expensive in Germany and should be done in CONUS before POV is delivered to the Vehicle Processing Center. Counselors need to stress to each member on orders to Germany. It is the member's responsibility to ensure POV meets USAREUR safety standards. This is best done before making delivery to the POE. The most common causes of POV inspection failures in Germany are:

(1) **Tires:** All tires must have at least 1.6mm tread over the complete tire surface. No regrooved tires are allowed; snow tires (if on vehicle) must be on the drive wheels; and there can be no mixing of radial and conventional tires.

(2) **Exhaust System:** No rusted out or leaking exhaust system components allowed. Exhaust systems with cutouts, fiberglass -packed, or straight through exhaust systems are not allowed.

(3) **Brakes:** A mismatch of 20 percent or more between wheels, as measured on the brake wheel drag machine. Hand brake must hold vehicle on incline.

(4) **Wheel Alignment:** Wheels must be able to be turned to full right or full left without jamming or rubbing any part of vehicle; tie rod steering arm assemblies must not be damaged or worn.

(5) **Lights:** All installed lights must be operational.

(6) **Exterior Condition:** Missing fenders, broken windows, extensive body damage, deterioration, broken springs, or oil leaks are not allowed. Foreign manufactured vehicle frames are usually an integral part of the body; therefore, rust damage is critical and will necessitate costly reconstruction to pass the inspection.

(7) **Horns:** POVs must be equipped with a horn and it must be operational.

(8) **Modifications:** Any modifications changing the vehicle body style (as to engine not being covered), altered bumpers which are not to manufacturers specifications, missing or damaged running boards, or tires protruding beyond the fender wells are not allowed. Dark tinted glass on the front driver's and passengers doors or on the front windshield that comes down from the top of the windshield more than 4 inches that makes it impossible to see the driver and occupants is prohibited by German law.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT:**

a. Germany has different rules and regulations governing the use of the Frequency Spectrum within their borders. As visitors in this country, we are subject to their rules and regulations. Violations of these rules and regulations governing the use of the Frequency Spectrum in Germany, can result in fines, confiscation of equipment, and imprisonment.

b. The frequency band equipment is authorized to operate if determined by the nations Spectrum Allocation Tables(SAT). The Spectrum Allocation Table in Germany is very different from the US (i.e., U.S. cordless phones operate in the German cellular phone band but will cause local interference with the German cellular network).

c. In the US the FCC verifies all transmitters (legal) sold adhere to the US Spectrum Allocation Tables and are marked with FCC numbers (i.e., FCC : 1234567). Transmitters with the FCC numbers are not legal for use in Germany.

d. The following U.S. manufactured items are NOT authorized for use in Germany: CB Radios, cellular phones, cordless phones, baby monitors, wireless intercoms, radio frequency remotes, radio controlled vehicles, and radio frequency wireless LANs.

**NOTE:** Items above can be purchased in Germany that adhere to the German Spectrum Allocation Tables.

e. **INFRARED TRANSMITTER/REMOTE CONTROLS:** No restrictions.

f. **AMATEUR/HAM/MARS**. Radio Operators. Importation of this equipment is not prohibited. However, radio operators you must coordinate with the local German authorities (Bundespost) to acquire a German license prior to turning on the equipment.

g. **DISH ANTENNAS**: Importation of TV satellite dishes is not prohibited. However, installation and operation must be approved by the local Bundespost.

**Administrative procedures**: The 5th SIGCOM, Worms, Germany, is the Office of Primary Responsibility (OPR) for processing requests for exceptions. Questions concerning transmitting equipment should be submitted to the 5th SIGCOM as follows:

Mail: HQ, 5th Signal Command  
ATTN: Frequency Management Officer  
APO AE 09056

Tel: DSN: (314)380-5346/5347  
COMM: 011-49-621-730-5346/5347  
FAX: (EXT) 5351

12. **SEPARATEES/RETIREEES/ENTITLEMENTS/LIMITATIONS**: Personnel contemplating retirement, separation or relocating dependents to Germany should be counseled that all customs entry requirements to include payment of duties and taxes remain the responsibility of the member and is a personal matter between the member and the German Government. Additional customs and tax information may be obtained by contacting the USEUCOM Customs Executive Agency, as noted in paragraph 6, above.

13. **OTHER**: None.



43-4 US ARMY EUROPE THEATER CONSOLIDATED PERSONAL PROPERTY SHIPPING OFFICE  
(USAREUR CPPSO), US ARMY TRANSPORTATION MANAGEMENT CENTER, EUROPE (USATMC-E)  
REVIEW DATE: 19 FEB 02 MULTI-SERVICE

1. GENERAL:

- a. **GBLOC:** WKAS
- b. **DODAAC:** WK4F57
- c. **POC:** Ms. Judy Ouzts, Chief USAREUR Theater CPPSO, DSN: 475-8623
- d. **EMAIL:** [ouzs@usatmc-e.grafenwoehr.army.mil](mailto:ouzs@usatmc-e.grafenwoehr.army.mil)
- e. **TWX:** CDRUSAREUR ODCSLOG GRAFENWOEHR GE//AEAGD-TC//
- f. **MAIL:** DIRECTOR  
US ARMY TRANSPORTATION MANAGEMENT CENTER, EUROPE  
UNIT 28130  
ATTN USAREUR THEATER CPPSO  
APO AE 09114
- g. **CROSS REFERENCE OF APOs/FPOs SERVED:** See Special Instruction Note 6.
- h. **TO GE APOD:** Ramstein AB, GE-RMS **WPOD:** Bremerhaven, GE-JF1  
**TO BE & NL APOD:** Ramstein AB GE-RMS **WPOD:** Bremerhaven GE-JF1  
**TO IT**  
**Vicenza and Livorno**  
**APOD:** Aviano AB IT-AVB **WPOD:** Leghorn IT-KF3  
**ROME**  
**APOD:** Aviano AB IT-AVB **WPOD:** Naples IT-KF1 (CH)
- i. **DSN:** 475-XXXX **COMM:** 011-49-9641-83-XXXX, Director USATMC-E-7820,  
Dir for OPS, USATMC-E-8447, Chief, USAREUR Theater CPPSO-8623,  
Chief, Inbound Division-7904, Chief Outbound Division-7918, Chief,  
Quality Control Division-7865
- j. **PHONE NUMBERS:** See Cross Reference PPPOs.
- k. **FAX:** **DSN:** 475-XXXX **COMM:** 011-49-9641-83-XXXX, Director, USATMC-E-7827, Dir For OPS, USATMC-E-7892, Chief, USAREUR CPPSO-7911,  
Inbound Division-7917, Outbound Division-7899, Quality Control  
Division-7860, Customer Support Center, USATMC-E-7827

2. CONSIGNMENT INSTRUCTIONS:

a. INTERNATIONAL COMMERCIAL AIR DPM: Do not use Entire AOR (Germany, Belgium, The Netherlands, Italy)

b. DPM HHG, DPM BAGGAGE:

**NOTE:** Germany destinations are DPM Zones 01-10.  
The Netherlands destinations are in DPM Zone 10 and 11.  
Belgium destinations are in DPM Zones 12 and 13.  
Italy destinations are in DPM Zones 14-16.

**NOTE:** Do NOT ship via DPM for soldiers assigned to 64th Replacement Detachment or 5<sup>th</sup> Signal Battalion. See ITGBL instructions in c(1) and c(2). (CH)

**DPM Zone 01:** Baumholder (APO AE 09034), and Idar-Oberstein(APO AE 09262). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., Industriestrasse 33-39, 66862 Kindsbach, Germany (CH)**

**DPM Zone 02:** Bad Kreuznach (APOs AE 09111 and 09252), Darmstadt (APOs AE 09175 and 09211), Dexheim (APO AE 09110), Frankfurt (APOs AE 09060 and 09090), Friedberg (APO AE 09074), Giessen (APOs AE 09143 and 09169), Rhein Main (APOs AE 09050 and 09212), Wackernheim (APO AE 09185), Wiesbaden (APOs AE 09096 and 09245). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., Brunnenweg 1, 64584 Biebesheim/Rhein, Germany . (CH)**

**DPM Zone 03:** Bad Aibling (APO AE 09098), and Garmisch (APO AE 09053). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Forster & Co, Muenchenstrasse 26, 85774 Unterfoehring, Germany .**

**DPM Zone 04:** Bamberg (APO AE 09139), Grafenwoehr (APO AE 09114), Hohenfels (APO AE 09173), Vilseck (APO AE 09112). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., AM Pferracherberg 12-16, 91275 Auerbach-Michelfeld, Germany.**

**DPM Zone 05:** Boeblingen (APO AE 09046), Ettlingen (APO AE 09267), Katterbach (APO AE 09250), Moehringen (APO AE 09107), Stuttgart (APO AE 09154), Vaihingen (APOs AE 09128 and 09131). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., Friedenstrasse 1, 70806 Kornwestheim, Germany.**

**DPM Zone 06:** Germersheim (APO AE 09095), Heidelberg (APOs AE 09007, 09014, 09063, 09099, 09100, 09102, 09237), Kaefertal (APO AE 09086), Mannheim (APOs AE 09056 and 09166), Sandhofen (APO AE 09028) Schwetzingen (APOs AE 09042 and 09081),Seckenheim (APO AE 09266), Worms (APO AE 09058). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o ITO Ramstein, Industriestrass 10, 66877 Ramstein-Miesenbach, Germany .**

**DPM Zone 07:** Babenhausen (APO AE 09089), Buedingen (APO AE 09076), Hanau (APO AE 09165), Kirchgoens (APO 09045). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Viktoria Schaefer, Schnipnerstrasse 3, 63704 Aschaffenburg, Germany .**

**DPM Zone 08:** Ansbach (APOs AE 09177 and 09264), Giebelstadt (APO AE 09182), Illesheim (APO AE 09140), Kitzingen (APOs AE 09031 and 09225), Schweinfurt (APOs AE 09033 and 09226), Wurzburg (APOs AE 09036 and 09244). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Viktoria Schaefer, Winterhauserstrasse 95, 97084 Wurzburg, Germany .**

**DPM Zone 09:** Bad Godesberg/Bonn (APO AE 09080). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Hartman Verhuizingen B.V., Kerstraat 33A, 6104 AA Koningsbosch (Echt) The Netherlands .**

**DPM Zone 10:** Moenchengladbach (APO AE 09193), Geilenkirchen AB (APO AE 09104), Schinnen (APO AE 09703), Volkel AB or Kalkar (APO AE 09717). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Hartman Verhuizingen B.V., Kerstraat 33A, 6104 AA Koningsbosch (Echt) The Netherlands.**

**DPM Zone 11:** Rotterdam/The Hague (APO AE 09715). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o KHZ World Wide Movers B.V., A Van Leeuwenhoekweg 50, 2408 Alphen aan den Rijn, The Netherlands .**

**DPM Zone 12:** Casteau (APO AE 09705), Chievres (APO AE 09708), Kleine Brogel (APO AE 09713) and Brussels (APO AE 09714). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Mory & Co S.A., Chemin des Erraues, 7063 Nefvilles, Belgium .**

**DPM Zone 13:** Bremen GE and Bremerhaven (APO AE 09069) and Sylt Coast Guard Station (APO AE 09069). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o ITO Bremen, Damasckestrasse 31, 28307 Bremen Germany.**

**DPM Zone 14:** Ghedi (APO AE 09610), Verona (APO 09628), and Vicenza (APO AE 09630). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving Vicenza, c/o TIE Terminal, Via Dell Arsenale 22, 36100, Vicenza, Italy.**

**DPM Zone 15:** Livorno(Leghorn) (APO AE 09613). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Cooperativa Livornese/Leghorn, Via Boccherini 15, 57124 Livorno(leghorn), Italy .**

**DPM Zone 16:** Rome (APO AE 09624). Consign to USAREUR Theater CPPSO, **c/o Gosselin World Wide Moving n.v., c/o Panda Transporti, Via Idrovore Della Magliana 67, 00148 Rome Italy.**

c. **ITGBL HHG AND BAGGAGE:** Consign to customer at destination unit of assignment (city or installation). Do not show Grafenwoehr GE in Block 18 of PPGBL unless member is assigned to APO AE 09114, or has a delivery address in Grafenwoehr. Annotate Block 25 of PPGBL: "Carrier will notify USAREUR Theater CPPSO prior to delivery or placing in the shipment in storage."

(1) **Soldiers assigned to 64th Replacement Detachment(APO AE 09212) .** Ship baggage via Codes J or 7 only. Do not ship household goods, hold shipment at origin, until pinpoint assignment orders have been received.

(2) **Soldiers assigned to 5th Signal Replacement Battalion (APO AE 09212).** Ship baggage via Codes J or 7 only. Do not ship household goods, hold shipment at origin, until pinpoint assignment orders have been received.

(3) **Service members assigned to Belgium and The Netherlands .** Preferred method of shipment is Code 8. Code J may be used when Code 8 is not available.

(4) **Service members assigned to Rome IT.** Preferred method of shipment for UB is Code 8. Alternate method is DPM/AMC. **Do not us Code J.** (CH)

(5) **Service members assigned to Vicenza, Verona, Ghedi, and Livorno IT.** Ship UB Code J, with alternate mode DPM/AMC. Do not use Code 8. (CH)

d. **PARCEL POST:** Do not authorize customers to consign parcel post to USAREUR Theater CPPSO. There are no storage facilities available and parcel post will be returned to sender. Counsel customers to send parcel post to the address listed in their orders. Do not use parcel post for soldiers assigned to 64th Replacement Detachment or 5th Signal Replacement Battalion (see c(1) and c(2) above).

### 3. SPECIAL INSTRUCTIONS:

a. **NOTE 1: Change in AOR.** Effective 1 OCT 01, the USAREUR Theater CPPSO assumes outbound, inbound and quality control responsibility for areas formerly served by the following activities: 22nd Area Support Group Vicenza IT(UEAS); 22nd Area Support Team, Leghorn IT (UDAK); 22nd Area Support Team, Rome Area ITO IT(UEAK); 80th Area Support Group, Caserne Daumerie, PPSO-Belgium BE (VBAK); and 254th Base Support Battalion, Schinnen NL (VHAC). GBLOCS identified above have been inactivated. All personal property shipment records have been transferred to the USAREUR Theater CPPSO and/or appropriate Records Holding Area. Counseling services, including scheduling delivery, are provided at each respective PPPO. Refer to Note 6 for a list of APO numbers served by each PPPO.

b. **NOTE 2: Request for Assistance.** The USAREUR Theater CPPSO is the central point of contact for all documentation, tracking, tracing, inquiries, and other customer service related issues. Requests for assistance involving counseling actions and NTS entitlements status will be forwarded to the appropriate PPPO for research and response. Forward all email requests for assistance to [ouztsj@usatmc-e.grafenwoehr.army.mil](mailto:ouztsj@usatmc-e.grafenwoehr.army.mil) or [hazelw@usatmc-e.grafenwoehr.army.mil](mailto:hazelw@usatmc-e.grafenwoehr.army.mil), or to the mailing address shown in 1f. (CH)

c. **NOTE 3: Large Furniture Items.** It is very important that customers be furnished information provided in the appropriate destination country's General Instructions page regarding large, oversized items of furniture. Government quarters and economy housing units are generally smaller than in CONUS and frequently are accessed by narrow circular stairways. NTS is not authorized OCONUS except under very limited circumstances. Property owners should use their NTS entitlement in CONUS for items not required during overseas tour to avoid disposing of excess items, commercial storage charges, or storing items in unsecured community areas.

d. **NOTE 4: Avoid Misconsigned Shipments.** All inbound shipments must be consigned to the appropriate destination city/country or duty station. "USAREUR Theater CPPSO, WKAS" must be shown in Block 20 of the GBL. Use the cross-referenced APO numbers provided (Note 6) to determine correct destination city for Block 18 of the GBL. For TOPS generated shipments, it is imperative that the delivery city field contains the customer's actual duty station, location or city/country name. This will ensure the correct destination of the shipment is printed in Block 18 of the GBL. For separation or retirement shipments, Block 18 must also include the numerical postal code for the destination city/country.

e. **NOTE 5: Separation//Retirement Shipments to Berlin and Other Destination in Northern Germany.** The USAREUR Theater CPPSO provides administrative support for separation/retirement shipments destined to Berlin. Advance documentation must be sent to the USAREUR Theater CPPSO for coordination and distribution. The American Embassy Berlin provides services for DOD service members assigned to the American Embassy for duty. **Berlin is an OTO area. DO NOT SHIP DPM. DO NOT USE GERMANY (GE) RATES.** Please contact the USAREUR Theater CPPSO to obtain consignment instructions for other cities in northern Germany.

f. **NOTE 6: APO Listing By PPPO.** Instruct all customers to contact their servicing PPPO immediately upon arrival at their new duty station. Please provide customers the PPPO inbound phone numbers furnished below in lieu of the inbound number printed by TOPS in the remarks block, DD 1299.

| <u>APO AE</u> | <u>Duty Station</u>    | <u>Servicing<br/>PPPO</u> | <u>Phone</u>  |
|---------------|------------------------|---------------------------|---------------|
| 09007         | Heidelberg, GE         | Heidelberg                | 370-6347      |
| 09014         | Heidelberg, GE         | Heidelberg                | 370-6347      |
| 09028         | Sandhofen, GE          | Mannheim                  | 385-3435      |
| 09031         | Kitzingen, GE          | Kitzingen                 | 355-2395      |
| 09033         | Schweinfurt, GE        | Schweinfurt               | 353-8746      |
| 09034         | Baumholder, GE         | Baumholder                | 485-7335      |
| 09036         | Wuerzburg, GE          | Kitzingen                 | 355-2395      |
| 09042         | Schwetzingen, GE       | Heidelberg                | 370-6347      |
| 09045         | Kirchgoens, GE         | Giessen                   | 343-6509      |
| 09046         | Boeblingen, GE         | Stuttgart                 | 430-4314      |
| 09050         | Rhein Main, GE         | Rhein Main                | 330-6019      |
| 09053         | Garmisch, GE           | Garmisch                  | 442-2727      |
| 09056         | Mannheim, GE           | Mannheim                  | 385-3435      |
| 09058         | Worms, GE              | Mannheim                  | 385-3435      |
| 09060         | Frankfurt, GE          | Rhein Main                | 330-6019      |
| 09063         | Heidelberg, GE         | Heidelberg                | 370-6347      |
| 09069         | Sylt CG Station, GE    | Schinnen                  | 360-7575      |
| 09074         | Friedberg, GE          | Giessen                   | 343-6509      |
| 09076         | Buedingen, GE          | Hanau                     | 322-8047      |
| 09080         | Bad Godesberg/Bonn, GE | Schinnen                  | 360-7575      |
| 09081         | Schwetzingen, GE       | Heidelberg                | 370-6347      |
| 09086         | Kaefertal, GE          | Mannheim                  | 385-3435      |
| 09089         | Babenhausen, GE        | Darmstadt                 | 348-6188      |
| 09090         | Frankfurt, GE          | Rhein Main                | 330-6019      |
| 09095         | Germersheim, GE        | Heidelberg                | 370-6347      |
| 09096         | Wiesbaden, GE          | Wiesbaden AB              | 337-5375      |
| 09098         | Bad Aibling, GE        | Bad Aibling               | 441-3909      |
| 09099         | Heidelberg, GE         | Heidelberg                | 370-6347      |
| 09100         | Heidelberg, GE         | Heidelberg                | 370-6347      |
| 09102         | Heidelberg, GE         | Heidelberg                | 370-6347      |
| 09107         | Mohringen, GE          | Stuttgart                 | 430-4314      |
| 09110         | Dexheim, GE            | Bad Kreuznach             | 490-5292      |
| 09111         | Bad Kreuznach, GE      | Bad Kreuznach             | 490-5292      |
| 09112         | Vilseck, GE            | Vilseck                   | 476-2860      |
| 09103         | Moenchengladbach, GE   | Schinnen                  | 370-7575      |
| 09104         | Geilenkirchen AB, GE   | Gielenkirchen AB          | 02451-63-2227 |
| 09114         | Grafenwoehr, GE        | Vilseck                   | 476-2860      |
| 09128         | Vaihingen, GE          | Stuttgart                 | 430-4314      |
| 09131         | Vaihingen, GE          | Stuttgart                 | 430-4314      |
| 09139         | Bamberg, GE            | Bamberg                   | 469-7408      |
| 09140         | Illesheim, GE          | Illesheim                 | 467-4519      |
| 09143         | Giessen, GE            | Giessen                   | 343-6509      |
| 09154         | Stuttgart, GE          | Stuttgart                 | 430-4314      |
| 09165         | Hanau, GE              | Hanau                     | 322-8047      |
| 09166         | Mannheim, GE           | Mannheim                  | 385-3435      |
| 09169         | Giessen, GE            | Giessen                   | 343-6509      |
| 09172         | Oberammergau, GE       | Garmisch                  | 442-2488      |
| 09173         | Hohenfels, GE          | Hohenfels                 | 466-2760      |
| 09175         | Darmstadt, GE          | Darmstadt                 | 348-6188      |
| 09177         | Ansbach, GE            | Ansbach                   | 468-7881      |
| 09182         | Giebelstadt, GE        | Kitzingen                 | 355-2395      |

| <u>APO AE</u> | <u>City/Country</u>     | <u>Responsible<br/>PPPO</u> | <u>Phone</u>    |
|---------------|-------------------------|-----------------------------|-----------------|
| 09185         | Wackernheim, GE         | Wiesbaden AB                | 337-5375        |
| 09211         | Darmstadt, GE           | Darmstadt                   | 348-6188        |
| 09212         | Rhein Main, GE          | Rhein Main AB               | 330-6019        |
| 09225         | Kitzingen, GE           | Kitzingen                   | 355-2395        |
| 09226         | Schweinfurt, GE         | Schweinfurt                 | 353-8746        |
| 09237         | Heidelberg, GE          | Heidelberg                  | 370-6347        |
| 09244         | Wuerzburg, GE           | Kitzingen                   | 355-2395        |
| 09245         | Wiesbaden, GE           | Wiesbaden AB                | 337-5375        |
| 09250         | Katterbach, GE          | Ansbach                     | 468-7881        |
| 09252         | Bad Kreuznach, GE       | Bad Kreuznach               | 490-5292        |
| 09262         | Idar-Oberstein, GE      | Baumholder                  | 485-7335        |
| 09264         | Ansbach, GE             | Ansbach                     | 468-7881        |
| 09266         | Seckenheim, GE          | Mannhiem                    | 385-3435        |
| 09267         | Ettlingen, GE           | Mannheim                    | 385-3435        |
| 09610         | Vicenza, IT             | Vicenza                     | 634-7646        |
| 09613         | Leghorn, IT             | Camp Darby/Leghorn          | 633-8151        |
| 09624         | Rome, IT                | Rome                        | 06-4674-2408/09 |
| 09628         | Verona, IT              | Vincenza                    | 634-7646        |
| 09703         | Schinnen, NL            | Schinnen                    | 360-7575        |
| 09705         | Casteau, BE             | SHAPE                       | 423-5178        |
| 09708         | Chievres, BE            | SHAPE                       | 423-5178        |
| 09713         | Kleine Brogel, BE       | SHAPE                       | 423-5178        |
| 09714         | Brussels, BE            | Brussels                    | 365-5176        |
| 09715         | Rotterdam/The Hague, NL | Schinnen                    | 360-7575        |
| 09717         | Volkel AB, NL           | Schinnen                    | 360-7575        |
| 09717         | Kalkar, GE              | Geilenkirchen AB            | 02451-63-2227   |

59-8 NAVAL AIR STATION, SIGONELLA, SICILY, ITALY(IT)

REVIEW DATE: 22 JAN 02

MULTI-SERVICE

1. GENERAL:

- a. **GBLOC:** UMNL
- b. **DODAAC:** N62995
- c. **POC:** Richard S. Yevak  
Domenico Messina (CH)
- d. **E-MAIL:** [ryevak@nassig.sicily.navy.mil](mailto:ryevak@nassig.sicily.navy.mil)  
[dmessina@nassig.sicily.navy.mil](mailto:dmessina@nassig.sicily.navy.mil) (CH)
- e. **TWX:** NAS SIGONELLA IT//CODE 191.3// (CH)
- f. **MAIL:** US NAVAL AIR STATION SIGONELLA ITALY  
PSC 812 BOX 3230  
FPO AE 09627-3230  
ATTN: PERSONAL PROPERTY OFFICE (CH)
- g. **CROSS REFERENCE OF APOs/FPOs SERVED:** None.
- h. **APOD:** CODE J/DPM - SIGONELLA, IT-SIZ **WPOD:** CATANIA,  
SICILY, IT-KE3
- i. **DSN:** 624-5759 **COMM:** Within Italy 095-86-5759, Within  
Europe 0039-095-86 5759, From CONUS 011-39-095-86-5759  
**TELEX:** None
- j. **FAX:** **DSN:** 624-5992 **COMM:** Within Italy 095-86-5992,  
Within Europe 0039-095-86-5992, From CONUS 011-39-095-86-  
5992

2. CONSIGNMENT INSTRUCTIONS:

a. ITGBL BAGGAGE: The preferred method of shipment for Army, Air Force, and Marine Corps UB is Code J with DPM/AMC as the primary alternative. The preferred method of shipment for Navy UB is DPM/AMC with Code J as the primary alternative. (CH)

b. ITGBL HHG: Use Code 4 as the primary method of shipment. Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify Personal Property Office, US Naval Air Station, Sigonella, Italy, prior to delivery to residence or placing in storage." (CH)

c. DPM HHG, DPM BAGGAGE: Consign to Personal Property Director, US Naval Air Station, Sigonella, Italy (UMNL). Pack baggage in corrugated fiberboard triple-wall boxes (FED SPEC PPP-B-640) or double-wall, high strength, weather resistant boxes (FED SPEC PPP-B 1364b). Do not ship in corrugated boxes larger than 45 cubic feet or in wooden boxes. (CH)

d. PARCEL POST: Consign to member or member's agent c/o Personal Property Director, US Naval Air Station, Sigonella, Italy, PSC 812 Box 3230, FPO AE 09627-3230. (CH)

3. SPECIAL INSTRUCTIONS: Refer to record 59-1 ITALY(IT) - GENERAL INSTRUCTIONS.

1. GENERAL:

- a. GBLOC: OXDK
- b. DODAAC: HHAJ1J
- c. POC: None
- d. E-MAIL: Not Available
- e. TWX: AMEMBASSY KINGSTON//GSO//
- f. MAIL: GENERAL SERVICES OFFICER  
AMERICAN EMBASSY KINGSTON  
STATE DEPARTMENT POUCH ROOM  
WASHINGTON DC 20521-3210
- g. CROSS REFERENCE OF APOs\FPOs SERVED: None
- h. APOD: None WPOD: Kingston, JM -CG1
- i. DSN: None COMM: 1-876-929-4850
- j. FAX: DSN: None COMM: 1-876-926-6743

2. CONSIGNMENT INSTRUCTIONS:

- a. HHG AND UB: Ship HHG via Code 4 and UB via Code 8 using the One-Time-Only procedures. Only for personnel assigned to US Government Agencies. Consign to American Embassy, Kingston, Jamaica. M/F member's last name, first name, middle initial, SSN. (CH)
- b. ITGBL HHG AND BAGGAGE: None.
- c. PARCEL POST: None.

3. SPECIAL INSTRUCTIONS: Refer to record 60-1 JAMAICA(JM) - GENERAL INSTRUCTIONS.



## CHAPTER 61

### 61-1 JAPAN(JA) - GENERAL INSTRUCTIONS

REVIEW DATE: 29 JAN 02

#### 1. SHIPMENT INSTRUCTIONS:

##### a. **WEIGHT RESTRICTIONS:**

###### (1) **Army personnel:**

(a) With effective date of orders of 01 March 2002, counsel Army personnel using guidance in paragraphs (b) and (c) below. (CH)

(b) **10TH ASG Torii Station, Okinawa, JA:** Household goods administrative weight allowance for military members/DoD employees is 5,000 lbs or 50% of full JFTR/JTR weight allowance, whichever is greater. Unaccompanied and single members are authorized to ship their household goods in accordance with DA Message, DAPE-ZX, dated 272355Z Mar 91, Subject: Single and Unaccompanied Soldiers Household Goods (HHG) Weight Allowances in Overseas Areas. Unaccompanied and single members/DoD employees should check with their sponsor or PPSO for items to ship. (CH)

(c) **Camp Zama:** Household goods administrative weight allowance for military members/DoD employees is 5,000 lbs or 50% of full JFTR/JTR weight allowance, whichever is greater. Unaccompanied and single members are authorized to ship their household goods in accordance with DA Message, DAPE-ZX dated 272355Z Mar 91, Subject: Single and Unaccompanied Soldiers Household Goods (HHG) Weight Allowances in Overseas Areas. Unaccompanied and single members/DoD employees should check with their sponsor/housing manager for items not to ship. (CH)

###### (2) **Air Force personnel:**

(a) **Kadena AB, Okinawa, JA:** 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater.

(b) **Misawa AB, JA:** Accompanied personnel are authorized 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater. An additional 3675 lbs for the member and spouse; 700 lbs for each additional dependent is added to the 25 percent of the full JFTR or 2,000 pounds. Member and dependents are also authorized unaccompanied baggage allowance. Member serving an accompanied tour with dependent travel delayed for less than 20 weeks are authorized shipment of HHGs on member's orders in lieu of waiting for dependent travel orders. Authority is HQ, US Air Force, Washington, DC, MSG 142000Z Jun 94.

(c) **Yokota AB, JA:** Effective with HHG pick up dates of 01 NOV 00 or later accompanied military members and Air Force civilian employees are authorized 50 percent of their full JFTR/JTR weight allowance or 4,000 pounds, whichever is greater, plus the unaccompanied baggage allowance. Authority: USAF/ILT Message DTG: R171530Z OCT 00.

(3) **Navy personnel:**

(a) **Okinawa, JA:** 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater. **NOTE:** A weight restriction will not apply unless it appears in the member's orders. Refer to NAVSUP Pub 490 for detailed guidance.

(b) **Japan (except Okinawa):** 75 percent of full JFTR/JTR weight allowance for inbound shipments.

(1) A weight restriction will not apply unless it appears in the members rotation from Japan.

(2) Members will be entitled to full weight allowance upon rotation from Japan.

(4) **Marine Corps personnel, Okinawa, JA:** 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater. MCB Camp Butler continues to receive personal property shipments in excess of the JFTR administrative weight restrictions. Improper counseling by ITOs has caused financial hardship for Marine Corps and Navy members attached to MCB Camp Butler. Close examination of the area clearance, which required for accompanied tour personnel, is necessary.

(a) **Accompanied tour personnel** are authorized to ship 2,000 lbs or 25 percent of their full JFTR weight allowance, whichever is greater. Additional weight items not provided by base housing is clarified in the area clearance. An unaccompanied baggage shipment is authorized not to exceed 600 lbs for active duty member and 200 lbs each family member. Weight is not counted against the administrative weight restriction. (Reference MCO P4600.39, Marine Corps Personal Property Transportation Manual, Section 2,2205, para 2). Col (06) on accompanied tour at MCB Camp Butler are authorized 10,000 pounds of HHG. BGEN (07) and above are authorized full JFTR weight allowance on accompanied tour. (CH)

(b) **Unaccompanied tour personnel** (dependent restricted) are authorized to ship no more than 10 percent of their full JFTR weight allowance.

(5) **Department of Defense Dependent School(DODDS) personnel** assigned to Okinawa are the responsibility of Kadena AB, Okinawa, JA.

(6) **Kadena AB, JA:** Personnel assigned to Detachment 1, 18 Combat Support Group, APO AP 96368-5198 are not authorized to ship POVs and HHGs.

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.

c. **HARD LIFT AREA:** No restrictions identified.

d. **UNACCOMPANIED BAGGAGE:** No restrictions identified.

e. **ITGBL RATES:** ITGBL rates for Japan cover the principal Japanese Islands of Honshu, Shikoku, and Kyushu. Shipments to or from the Island of Hokkaido will be solicited under the one-time-only (OTO) procedures. This includes Sapporo, Obihiro, Wakkanai, and all other points in Hokkaido. Use TMO, Misawa AB, JA (QEFL), as responsible PPSO; however, shipment MUST be consigned to the destination street, city, on Island of Hokkaido under the OTO rate.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS :** Personal property consigned to and for personal use of members of US Armed Forces, civilian component and their dependents will be exempt from customs duties provided the property is imported within 6 months of initial arrival date of members and/or dependents in Japan.

3. **CONSUMABLES :**

a. **ALCOHOLIC BEVERAGES AND CIGARETTES/TOBACCO PRODUCTS:** Under current US Forces policy, there are no restrictions on importation of alcohol and tobacco products. However, it is not advised to bring alcohol collections into Japan in HHGs shipments. In accordance with (IAW) Defense Transportation Regulation, Part 4 (DTR4), when a member returns to the customs territory of the US, alcohol is not permitted to be shipped in HHGS. (CH)

b. **COSMETICS:** No restrictions identified.

c. **FOODSTUFF AND MEATS:** No restrictions identified.

d. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified.

4. **ELECTRICAL EQUIPMENT :**

a. **HOME COMPUTERS:** No restrictions identified.

b. **TVs/VCRs:** No restrictions identified.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE:**

a. **Misawa AB:** Due to shortage of Government-owned essential furniture items, members with pay grade of E5 and above serving an accompanied tour are required to ship privately-owned essential furniture items, i.e., beds, clothes chests, dining set, and living room sets to Misawa AB, JA, in conjunction with their PCS move. They are authorized to ship a restricted weight of 2,000 pounds or 25 percent of full JFTR weight allowance, whichever is greater; 3675 pounds for the member and spouse; 700 pounds for each additional dependent; plus the unaccompanied baggage allowance for the member and dependents. Attention: Please be advised all major appliances such as stoves, refrigerators, washers, and dryers are available and will be furnished by the Government. Exception is a freezer, which is not provided by the Government. Due to small size of on and off-base quarters, contact your local sponsor for additional data concerning size and available floor space of quarters. Consider Non-temporary Storage (NTS) of nonessential items to avoid unnecessary and expensive commercial storage at Misawa area.

b. **Yokota AB:** Effective 1 September 1998, Air Force personnel assigned to Yokota will be authorized concurrent travel. Individuals should contact their sponsors or their gaining command to inquire about housing and the availability/non-availability of government furnishings.

**c. FISC Yokosuka-Yokohama area:**

(1) Members must be counseled on non-availability of government storage facility and inability of most local economy housing to accommodate HHG over 6,000 pounds. To avoid unnecessary and expensive commercial storage. Large furniture items and major appliances such as a washer, dryer, gas range, freezer, refrigerator, couches/sofas and king size bed sets should be placed in NTS at origin for duration of member's overseas tour. Major appliances are furnished in both government quarters and off-base housing (local) economy) on request from the command sponsored member.

(2) Due to small Japanese economy quarters; long waiting list for military family quarters (22-30 months for military/39-46 months for GS-12 civilians and above) and extremely high cost of commercial HHGs storage, member should be counseled on not designating a partial lot HHG shipment. End of SIT entitlement at government expense for items remaining in HHG storage while awaiting assignment to family quarters places the member in an out of pocket expense scenario in order to gap the difference in time. Member should be further counseled on exploring other storage option entitlements in CONUS i.e., NTS or conversion of NTS to SIT before the end of 180 day rule in JFTR U5375 3. C. DOD civilians may request shipment of NTS under a renewal agreement IAW JTR, Vol II, para C8002, 3.c.(1).

**d. FISC Det, Sasebo:**

(1) Members should be counseled on non-availability of government storage facilities. Most off-base dwellings can only accommodate HHGs up to 5,000 pounds. NTS should be utilized for personal property not needed during tour of Japan. Average waiting time for on-base housing is 12-18 months. Government appliances (washer, dryer, refrigerator, cooking stove, air conditioner, and kerosene heater) are provided by housing office both for on-base and off-base residents. Loaner furniture (tables, chairs, chest of drawers, and beds) are also available upon request for members waiting their HHGs to arrive.

(2) Advise counselors to encourage members inbound to this activity to designate items and locations for partial withdrawal items. The items designated for partial withdrawal out of SIT must be separated at origin, packed separately, and all copies of the inventory clearly marked to reflect which inventory items are to be withdrawn.

**e. NAF Atsugi:**

(1) Washer, dryer, and refrigerator are provided by the housing office both for on-base and off-base residents. Loaner furniture consisting of chairs, tables, and chest of drawers are also available upon request for members waiting for their HHG to arrive. Waiting time for on-base housing is 7-20 months for officers and 12-24 months for enlisted.

(2) Members should be advised and counseled on non-availability of government storage facilities. Most off-base dwellings can only accommodate HHG up to 5,000 pounds. Large furniture are highly discouraged due to the size of doorways and windows in Japanese style house. NTS should be utilized for personal property not needed during tour in Japan.

f. **MCAS Iwakuni:**

(1) Due to limited amount of space in on and off base quarters it is recommended member's consider non-temporary storage of non-essential items. Temporary storage facilities are limited and expensive.

(2) Advise counselors to encourage members inbound to this activity to designate items for partial withdrawal due to duration of stay in temporary lodging facilities. These items designated must be identified on the inventory as partial removal items and placed in the number one container.

6. **PETS/QUARANTINE:**

a. Shipment of pets as excess baggage accompanying the member in PCS travel may be accomplished by requesting category "Y" or "B" travel. Advance (90-120 days) reservations are required for pets and should be requested at the same time PCS port call is being requested. There is no entitlement for shipment of pets at Government expense.

b. Dogs and cats entering Japan are required to have current rabies vaccination and health certificates. Preferably, certificates should be issued by a military veterinarian using DD Form 2208 for the rabies vaccination and DD Form 2209 for the health certificate. If military certificates are not available, rabies and health certificates may be obtained from a civilian veterinarian. However, these civilian certificates must be endorsed by an office of the US Department of Agriculture (USDA). That is, a USDA veterinarian must sign each copy of the certificates and place a USDA stamp on each copy. Pets are required to have rabies vaccination no less than 30 days but not more than 365 days prior to entry. These certificates, along with PCS orders and completed US Force Japan(USFJ) Form 380EJ, must accompany pets and should be affixed to the outside of the shipping cage. USFJ Forms 380EJ are necessary for customs-free entry and should be obtained from member's sponsor at the new permanent duty station(PDS) in Japan. Kennels located on military installations are limited or non-existent. All pets are subject to an in-home quarantine period. Complete instructions concerning pet shipments should be requested from member's sponsors at the new PDS.

7. **PRIVATELY OWNED FIREARMS (POFs):**

a. US Forces Japan (USFJ) personnel must meet the requirements of Japanese law. Japanese Government has **PROHIBITED** local agents in Japan from linehauling HHGs shipments containing firearms on Japanese highways. USFJ members are **NOT AUTHORIZED** to import or possess handguns, rifles, pellet, air or bb guns in Japan, including Okinawa. All shotguns will be mailed by the member through the US Postal System, consigned to the Commander, unit of assignment, of the gaining command. USFJ members who own shotguns and reside off-base must store their shotgun(s) in the armory on-base and can only be checked out as needed for approved use. Service commanders are authorized to impose more stringent requirements than those outlined herein regarding privately owned firearms (POFs). Members need to contact the local (Japan/Okinawa) Commander/TMO/ITO to determine if POFs can be shipped into Japan including Okinawa.

b. **All US Naval Installations in Japan (FISC Yokosuka, Sasebo, and Atsugi):** Importation of firearms into Japan is prohibited. US military members, or US Civilian components, assigned to duty either on a permanent basis, or extended temporary duty, shall not import by mail, or household good shipments, any type of handgun, rifle, shotgun, pellet, air or bb guns.

c. **For Okinawa:** Importation of handguns, rifles, pellet, air and bb guns to Okinawa is strictly prohibited. Possession of these types of firearms on Okinawa is not authorized. Shotguns, may be imported, however, it is strongly discouraged. Use of parcel post only (subject to postal regulations). Members must mail shotgun(s) to their gaining unit Commander, marked for member. Shotguns **MUST** be stored in the armory and can only be checked out as needed for approved use. DOD members must have a current Japanese gun permit prior to transporting, using, storing, or otherwise possessing firearms outside military installations on Okinawa. DOD members planning to ship shotguns must coordinate with their sponsors or gaining unit before proceeding with the shipment.

d. **TOY-RELATED GUNS:** No restrictions identified.

8. **PRIVATELY OWNED VEHICLES (POVs):** POV shipments are subject to waiver requirements. All DOD/military members/employees must obtain prior approval from their respective service authority in Japan named in para 8e below for shipment of POV. All imported motor vehicles must be registered by the Government of Japan.

a. **POVs:**

(1) Effective 1 Apr 96, the Assistant Secretary of Defense (for Management Policy) has granted limited case-by-case, waiver authority to Commander USFJ for shipment of post 76 type vehicles (POVs) to Japan (Okinawa not included). This authority has been further delegated by USFJ to Component Commanders.

(2) Although an embargo on the shipment of post 76 type vehicles (POVs) remain in effect as of 01 April 1996, for all DOD/military members ordered to mainland Japan, a waiver may be requested and approved on a case-by-case basis by the appropriate authority (component services) at the installation to which they are assigned. When requesting a waiver the following information should be included: make/year/model of vehicle, if equipped with California emissions.

(3) All DOD/service members must be counseled on the following items, the high cost of initial registration of their POV in Japan (\$3000 to \$5000 dollars per vehicle based on 100 Yen to \$1.00 US dollar) and the availability of parts and qualified maintenance.

(4) POVs shipped to Japan are either category A or B.

(a) **Category A** are POVs manufactured prior to 31 March 1976. Category A POVs will have to meet the insurance, taxes and registration fees and local vehicle emission standards. This category will not require a waiver. Estimated cost per vehicle is between \$600 to \$900 based on 100 Yen to \$1.00 US dollar.

(b) **Category B** are POVs manufactured after 31 March 1976. Category B POVs will have to pass the Government of Japan vehicle emission standards, plus the above mention items. This category will require a waiver. Estimated cost per vehicle is between \$3000 to \$5000 based on 100 Yen to \$1.00 US dollar.

(c) Due to the remote locations and size of the installations of US Naval Base Sasebo, MCAS Iwakuni and Misawa AB, there are no on-base facilities authorized to modify or inspect vehicles to meet Japan emission and safety standards. The estimated cost per vehicle may be \$2,000 to \$5,000 based on 100 Yen to \$1.00 US dollar regardless of vehicle category A or B.

(d) Oversized vehicles, i.e., special purpose vehicles, campers, motor homes, recreational vehicles, exceeding 12 meters in length 2.5 meters in width and 3.8 meters in height will not comply with Japanese registration standards. Modifications, including installed campers shells, cannot protrude more than 15cm from each side of the vehicle. Total vehicle weight cannot exceed 20 tons: axle weight-10 tons; and wheel weight-5 tons.

(e) Members should contact their sponsors and/or transportation offices concerning the current cost of owning and operating POVs in Japan.

**b. MOTORCYCLES/MOPEDS:**

(1) No Waiver is required to ship a motorcycle or moped to Japan. However, all motorcycles and mopeds regardless of size must be registered in Japan.

(2) IAW Japanese customs requirements, all motorcycles to include mopeds shipped as HHGs must be properly inventoried. The make, model, chassis number, and engine size must be noted on the inventory and shipping documents. Motorcycles may also be shipped as POVs.

(3) Motorcycles shipped as HHGs to Japan: All ITOs/TMOs are required to identify the inclusion of a motorcycle with make, model, chassis number, and engine size in block 27 of the PPGBL and as trailer card data on applicable TCMDs. Personal property carriers must show the same information on the inventory.

(4) **FISC Yokosuka-Yokohama:** The nearest POV Processing Center and pickup point is located in Yokohama, Japan. Therefore, it is highly recommended motorcycles destined for Yokosuka, Japan, be shipped as HHGs.

**c. GASOLINE/CATALYTIC CONVERTERS:**

(1) Cost and availability of high grade gas, on base 86 octane or less; off base gas prices for higher octane is \$4.00 per gallon.

(2) Member should be counseled on extremely stringent emission standards imposed.

**d. INSURANCE/SAFETY REQUIREMENTS:** Effective 01 Jan 1997, each POV shall have insurance required by the Japanese Motor Vehicle Damage Compensation Guaranty Law. POV owners must secure and maintain supplemental coverage of no less than 30,000,000 Yen or \$300,000 for bodily injury, and 3,000,000 Yen or \$30,000 for property damage. Military and family members, and civilians assigned to US Navy commands, shall not operate private or rental vehicles unless the proper insurance provisions have been met.

e. **WAIVERS:** All DOD/military members/employees must obtain prior approval from their respective service authority in Japan as indicated below for shipment of POVs. The following are the POC's for POV Waivers:

(1) **For all Army:** Chief, Transportation and Services Division  
DCSLOG US Army Japan/9th TAACOM, Unit 45005, ATTN: APAJ-GD-TSD, APO AP 96343-0054, phone number DSN 263-3503/FAX number DSN 263-3414.

(2) **For Air Force:**

(a) **Yokota AB, JA:** 374 TRNS Yokota AB JA/LGTT, Unit 5120, APO AP 96328, phone number DSN 225-7385/7389/FAX number DSN 225-9606.

(b) **Misawa AB, JA:** 35 TRNS Misawa AB JA/LGTT, Unit 5015, APO AP 96319-5015, phone number DSN 226-3393/FAX number DSN 226-2077.

(3) **For Navy and Marines:** Commander, US Naval Forces, Japan ATTN: N-8, FPO AP 96349, phone number DSN 243-7742/5663/6392/FAX number 243-7759.

(4) **Diplomatic personnel:** All DOD military members ordered to Japan under diplomatic assignment are exempt from the 01 April 1996, assistant SECDEF case-by-case waiver authority identified herein. DOD military members may ship POVs in accordance with guidelines established by appropriate authority at the Embassy to which they have been assigned.

f. **POV Consignment and Ports:**

(1) **Misawa AB:** If shipment of POV is authorized to Misawa AB, consign the POV shipment to 836th Transportation BN, Yokohama, JA (UM1), for transshipment to Hachinohe, JA (UH2), which is 20 miles from Misawa AB via highway. Four snow tires are required during 1 Dec through 31 Mar. Actual arrival date of the service member to Misawa should be annotated on DD Form 788 due to non-secure storage area at the Hashinohe fuel terminal.

(2) **FISC DET Sasebo:** Consign the POV shipment to 836th Transportation BN, Yokohama, JA (UM1), for transshipment to Sasebo, JA (UQ2), via Hakata Port, JA (UQ5). POV shipped to Sasebo, JA, by US Forces personnel must be cleared by Japanese Customs at port of discharge. To initiate clearance, owner must complete USFJ Form 380 at personal property office upon arrival in Sasebo, JA. Member should be counseled on extremely stringent emission standards imposed.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL :** The importation of pornographic material is a violation of Japanese law. Any exposure of the pubic area is considered pornographic. Those items determined to be pornographic will be confiscated and destroyed.

10. **STUFFED WILDLIFE ANIMALS/PLANT RESTRICTIONS :** No restrictions identified.

11. **TRANSMITTING EQUIPMENT :**

a. **CBS:** Use of Citizen Band (CB) is prohibited.

b. **AMATEUR/HAM RADIOS:** No restrictions identified.



- c. **MARS EQUIPMENT:** No restrictions identified.
  - d. **DISH ANTENNAS:** Personally-owned satellite dishes are prohibited.
  - e. **CORDLESS PHONES:** No restrictions identified.
12. **DOD PERSONNEL ASSIGNED TO THE U.S. EMBASSY TOKYO:** Personal property shipments both inbound and outbound for DOD personnel assigned to the U.S. Embassy Tokyo will be processed/handled by their respective service. (CH)
- a. FISC Yokosuka is responsible for Navy and Marine personnel. (CH)
  - b. Camp Zama is responsible for Army personnel. (CH)
  - c. Yokota AB is responsible for Air Force personnel. (CH)
13. **SEPARATEES/RETIREEES/ENTITLEMENTS/LIMITATIONS:** Personnel contemplating retirement, separation or relocating dependents to Japan should be counseled that all customs entry requirements to include payment of duties and taxes remain the responsibility of the member and is a personal matter between the member and the Government of Japan. (CH)
14. **OTHER:** (CH)
- a. **JAPAN NATIONAL HOLIDAYS:** Japanese Customs offices close 29 Dec through 03 Jan. Also, many commercial companies including transportation and port operations close between 29 Apr through 05 May for golden week. RDDs should not be assigned later than 28 Dec or earlier than 05 Jan or between 29 Apr through 05 May. For planning purposes when scheduling RDDs, Japanese National Holidays are:
- |                   |                                 |
|-------------------|---------------------------------|
| 01 Jan            | New Year's Day                  |
| 2nd Monday of Jan | Adulthood Day                   |
| 11 Feb            | National Foundation Day         |
| 21 Mar            | Vernal Equinox Day              |
| 29 Apr            | MiDori-NO Hi (Green Day)        |
| 03 May            | Constitution Day                |
| 04 MAY            | Free Day (Between Two Holidays) |
| 05 May            | Children's Day                  |
| 20 Jul            | Ocean Day                       |
| 15 Sep            | Respect for the Aged Day        |
| 23 Sep            | Autumn Equinox Day              |
| 2nd Monday of Oct | Health-Athletics Day            |
| 03 Nov            | Culture Day                     |
| 23 Nov            | Labor-Thanksgiving Day          |
| 23 Dec            | Emperor's Birthday              |

b. **BOATS:**

(1) Sailboats, motorboats, jet ski's and wave runners may be imported to Japan duty-free subject to the following provisions:

(a) Boats must be included in personal property shipments and imported within 6 months of sponsor's arrival in Japan.

(b) Sponsor must declare boat as unaccompanied personal property at the time of his/her entry in Japan and possess evidence of ownership (title/registration papers) and date of purchase.

(c) Properly completed USFJ Form 380EJ, which is required to authorize duty-free customs clearance, must be pre-entered at port of entry (POE) for personal property shipment. **NOTE: This action will be accomplished for sponsor by the cognizant US Forces representative at POE .**

(d) If boat is subsequently sold/transferred to non-SOFA personnel, consumption tax of 5 percent of boat's value will be charged by the Government of Japan.

(2) All DOD members should be counseled on the following items:  
(Note approximate dollar amounts shown).

(a) Initial registration, Japanese emissions clearance and Japanese insurance costs average \$300 to \$500.

(b) Insurance cost average \$1000 annually.

(c) Operator must obtain a class 4 boating license. The license cost is \$400, and the test is only given twice a year.

(d) Parking is very limited at the marina, as well as in off-base housing areas. Ball type hitches are very rare and should be shipped in with the water craft, or trailers must be converted for a pintle hook connection.

(3) **For Okinawa:** Members requesting shipment of boats should be made aware of the following information (subparagraphs (a) through (e)):

(a) Considering all the expenses involved and limited weight entitlement allowed, this activity discourages the importation of boats to Okinawa.

(b) Boats cannot be shipped to Japan duty-free under the SOFA agreement. The Government of Japan will charge a 30 percent commodity tax based on the market value of the boat.

(c) It is difficult and expensive to obtain a license for the boats. There are only 2 boat licensing classes per year costing approximately \$300.

(d) Boat registration fee is approximately \$80 per year.

(e) Special crating for boats will be expensive. Cost for special containers/crates is \$3 per cubic foot. Estimated cost for a runabout would be \$900.

| c. | <u>JA01 - Central</u> |          | <u>JA02 - South</u> |           | <u>JA03 - North</u> |
|----|-----------------------|----------|---------------------|-----------|---------------------|
|    | Aichi                 | Nara     | Ehime               | Nagasaki  | Akita               |
|    | Atsugi                | Niigata  | Fuki                | Oita      | Aomori              |
|    | Camp Zama             | Osaka    | Fukuoka             | Okayama   | Hachinohe           |
|    | Chiba                 | Saitama  | Hiroshima           | Saga      | Iwate               |
|    | Fukushima             | Shiga    | Hyogo               | Sasebo    | Misawa              |
|    | Gifu                  | Shizouka | Iwakuni             | Shimane   | Miyagi              |
|    | Gumma                 | Tochigi  | Kagawa              | Tokushima | Morioka             |
|    | Ibaraki               | Tokyo    | Kogoshima           | Tottori   | Towada              |
|    | Ishikawa              | Toyama   | Kochi               | Yamaguchi | Yamagata            |
|    | Kanagawa              | Wakayma  | Kumamoto            |           |                     |

|        |           |          |
|--------|-----------|----------|
| Kyoto  | Yamanashi | Miyazaki |
| Mie    | Yokohama  |          |
| Nagano | Yokosuka  |          |
|        | Yokota    |          |

**OTO AREA**

Island of Hokkaido (RTO: Misawa AB)

Chitose/Sapporo

Muroran Otaru

Wakkanai

1. GENERAL:

- a. **GBLOC:** QENF
- b. **DODAAC:** N68246
- c. **POC:** Yasuyuki Nohara, EXT 3151/3418 (CH)
- d. **E-MAIL:** [fiscyds\\_ppty@yoko.fisc.navy.mil](mailto:fiscyds_ppty@yoko.fisc.navy.mil) (General)  
[charles\\_h\\_gustin@yoko.fisc.navy.mil](mailto:charles_h_gustin@yoko.fisc.navy.mil) (DIR)  
[yasuyuki\\_nohara@yoko.fisc.navy.mil](mailto:yasuyuki_nohara@yoko.fisc.navy.mil) (Traf Mgr)
- e. **TWX:** FISC YOKOSUKA DET SASEBO JA//CODE 182.3//
- f. **MAIL:** PERSONAL PROPERTY TRANSPORTATION OFFICER  
ATTN CODE 182.3 BLDG 154  
FISC DET SASEBO JA  
PSC 476 BOX 6  
FPO AP 96322-1502
- g. **CROSS REFERENCE OF APOs/FPOs SERVED:** 96322(See Special Instruction Note 1)
- h. **APOD:** Code J/T-Yokota, JA-OKO, DPM/AMC - Fukuoka JA-FUK (See Consignment instruction 2a) (CH)  
**WPOD:** DPM (HHG): Yokohama, JA-UM1, POV-Sasebo, JA-UQ2 via UM1 (See Special Instruction Note 4) (CH)
- i. **DSN:** 252-XXXX **COMM:** Into Japan 011-81-6160-52-XXXX, 011-81-6117-52-XXXX, 011-81-6140-352-XXXX, Inbound/Outbound-3418, QC/Claims-3154, Traf Mgr-3151, Comm within Japan 0956-24-6111, ask operator for EXT XXXX (CH)
- j. **FAX:** **DSN:** 252-3704 **COMM:** Into Japan same as above, just last four (4) digits 3704, Comm within Japan 0956-24-6111 ask operator for EXT 3704. Make voice contact with the base operator first, then request FAX EXT 3704. Otherwise the FAX will go to a private Japanese residence outside base. (CH)

2. CONSIGNMENT INSTRUCTIONS:

- a. **DPM HHG, DPM BAGGAGE:** Consign to TO, FISC Det. Sasebo, JA, (QENF). Mark for member and unit of assignment. HHG and UB via INTL/AIR/COMM/DPM are not acceptable due to location and excessive distance from the international airport. UB shipments should be routed via DPM/AMC through Fukuoka, JA (FUK). Air eligible HHG shipments should be routed via DPM/AMC through Yokota AB, JA, (OKO) FFT Sasebo, JA. APOD for Code J/T shipments must be Yokota AB, JA (OKO). (CH)
- b. **ITGBL HHG AND BAGGAGE:** Consign to member c/o destination address or unit of assignment. Annotate PPGBL: "Carrier will notify TO, FISC Det. Sasebo, JA (QENF), prior to delivery to residence or placing in storage."
- c. **PARCEL POST:** Do not consign to TO, FISC Det. Sasebo, JA, (QENF). Consign to member or unit of assignment.

3. **SPECIAL INSTRUCTIONS :**

a. **NOTE 1:** When processing DD1299 for members assigned to any ship homeport at Sasebo, JA, use zip code FPO 96322 as the destination address in TOPs. Shipments are to be consigned to FISC Det Sasebo, JA (QENF). (CH)

b. **NOTE 2:** This installation serves personal property shipments for USAF members assigned to duty at 374th Communications SQ/SCBUS Sasebo, JA FPO AP Base 96322 and TO Japanese Air Self-Defense Force (JASDF) NYU-Tabaru Air Base, Sadowara, Miyazaki-Prefecture, Kyushu Island, JA. Even though PCS orders indicate an incorrect Zip Code "APO AP 96328" The shipment should be consigned to FISC DET Sasebo, JA "FPO AP 96322". Do not ship to TMO Yokota AB, JA (APO AP 96328). Sasebo is located in the rate area JA02 and is 800 miles Southwest of Yokota AB, JA. It is strongly recommended the shipments (HHG/UB) for members who are assigned to JASDF NYU-Tabaru AB, Sadowara, Miyazaki-Pref, should be shipped via DPM HHG/UB.

c. **NOTE 3:** Although the message address indicates this office, FISC Det Sasebo, JA (QENF) is a detachment of FISC Yokosuka, JA (QENQ), please be advised that FISC Yokosuka, JA (QENQ) is located in Honshu Island, JA (Rate Area JA01), and Sasebo (QENF) is located in Kyushu Island, JA (Rate Area JA02). Sasebo is 800 miles southwest of Yokosuka JA. (CH)

d. **NOTE 4:** POVs shipped to Sasebo JA (QENF) from other countries should be routed via Yokohama JA (UM1) for JA customs clearance. Refer to 43 record 61-1 JAPAN(JA) - GENERAL INSTRUCTIONS for additional information on shipping a POV to Japan. (CH)

e. **NOTE 5:** For more information for CUSTOMS RESTRICTIONS, STORAGE, PARTIAL WITHDRAWAL, and POF: Refer to record 61-1 JAPAN(JA) - GENERAL INSTRUCTIONS. (CH)

1. GENERAL:

- a. **GBLOC:** QXAK
- b. **DODAAC:** W81LYE
- c. **POC:** Mr Chae, Chong Myong, EXT 8901
- d. **E-MAIL:** CH, Mov Br: [chaec@34sg.korea.army.mil](mailto:chaec@34sg.korea.army.mil)  
Inbound: [yisuk@34sg.korea.army.mil](mailto:yisuk@34sg.korea.army.mil) (CH)  
Outbound: [kumch@34sg.korea.army.mil](mailto:kumch@34sg.korea.army.mil)  
PPPO: [kimcsk@34sg.korea.army.mil](mailto:kimcsk@34sg.korea.army.mil) (CH)  
(Counseling Section)
- e. **TWX:** CDR 34TH SPT GP SEOUL KOR//EANC-SA-SO-MV//
- f. **MAIL:** COMMANDER 34TH SUPPORT GROUP  
ATTN EANC SA SO MV UNIT 15333  
BLDG 1230 CAMP KIM  
APO AP 96205-0177
- g. **CROSS REFERENCE OF APOs/FPOs SERVED:** USDAO, APOs 96260  
(Waegwan), 96224 (Tongduchon), 96251 (Munsan), 96258  
(Uijongbu), 96271 (Pyongtaek), 96297 (Wonju), 96208  
(Chuncheon), 96259 (Pusan), 96218 (Taegu), FPO 96269  
(Chinhae)
- h. **APOD:** Osan AB, KS-OSN **WPOD:** Pusan, KS-UD6
- i. **Phone Numbers:** **DSN:** **COMM:**  
Ch, Mov Br: 315-723-8901 011-822-7913-8901  
NCOIC: 315-723-8902 011-822-7913-8902  
Inbound: 315-723-8920/8919 011-822-7913-8920/8919  
Outbound: 315-723-8909/8915 011-822-7913-8909/8915  
QA Sec: 315-723-8923/8952 011-822-7913-8923/8952  
PPPO: 315-738-4838/4817 011-822-7918-4838/4817
- j. **FAX:** **DSN:** 315-723-8932 **COMM:** 011-822-7913-8932

2. CONSIGNMENT INSTRUCTIONS:

- a. **HHG:** Ship via ITGBL Code 3, 4, 5, T, or DPM. Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify CBO, Yongsan Transportation Division, 34th Support Group, APO AP 96205-0177, prior to delivery to residence or placing in storage."
- b. **UNACCOMPANIED BAGGAGE:** Ship via ITGBL J, 7, 8, and DPM AMC. Do not ship via commercial DPM air. Consign to member at unit of assignment. Annotate PPGBL: "Carrier will notify CBO, Transportation Division, 34th Support Group, APO AP 96205-0177, prior to delivery to residence or placing in storage."
- c. **PARCEL POST:** Consign to Commander 34th Support Group, ATTN: EANC-SA-SO-MV, Bldg 1230, Unit 15333, APO AP 96205-0177. M/F member at unit of assignment.

3. **SPECIAL INSTRUCTIONS** :

a. **NOTE 1**: Our responsibility is as an inbound and outbound UB and HHG transshipping office and centralized activity serving all PPSO's in Korea except for Osan and Kunsan AB. Forward all advance documentation or outbound tracers for all PPSO's in Korea except Osan and Kunsan AB, to Consolidated Booking Office, EANC-SA-LT-MV, Unit 15333, APO AP 96205-0177 with an attention line of either the Inbound Section, or Outbound Section.

b. **NOTE 2**: Out-of-country calls to Yongsan must go through the Yongsan Operator, DSN 262-1101.

c. **NOTE 3**: Refer to record 65-1 KOREA(KS) - GENERAL INSTRUCTIONS

## CHAPTER 97

### 97-1 PUERTO RICO(RQ) - GENERAL INSTRUCTIONS

REVIEW DATE: 28 JAN 02

#### 1. SHIPMENT INSTRUCTIONS:

a. **WEIGHT RESTRICTIONS: Navy personnel:** PPSO Naval Station Roosevelt Roads strongly recommends all authorized government employees with PCS orders for Naval Station Roosevelt Roads, military or civilian use their better judgement when shipping HHG/UB. Your weight entitlement in accordance with the JFTR may result in excess weight and financial hardship to you. The square footage made available to you by the housing office may not be sufficient to accommodate your full weight allowance entitlement. Please contact the housing office at extension (787) 865-4024/5521 or DSN 831-4024/5521 before shipping your entire weight allowance to Puerto Rico. Failure to do so may result in storage cost for excess weight at your expense. Cost for storage of excess weight will not be the responsibility of the government. Information regarding square footage for the various housing units on NSRR is available at this website: [www.housing.navy.mil](http://www.housing.navy.mil) (CH)

**NOTE 1:** Housing units in the local economy are generally smaller than government quarters on base. (CH)

**NOTE 2:** All housing units at NSRR are equipped with a refrigerator, washer/dryer and kitchen stove. (CH)

**NOTE 3:** When counseling the member please type in the remarks column of DD Form 1299 "Member advised of weight limitation versus square footage availability at NSRR base housing units. (CH)

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.

c. **HARD LIFT AREA:** No restrictions identified.

d. **UNACCOMPANIED BAGGAGE:** Naval Station Roosevelt Roads has been experiencing numerous problems with the clearing of Code 8 shipments through customs. Do not ship via Code 8 for any shipments being shipped to Puerto Rico. Code 8 is not usually the most cost-effective method for shipping UB to Puerto Rico and should be considered as a very last resort. Preferred method is Code 7 or DPM. If Code 8 is deemed necessary please notify PPSO Naval Station Roosevelt Roads in advance.

2. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** No restrictions identified.

#### 3. CONSUMABLES:

a. **ALCOHOLIC BEVERAGES:** Shipments of alcoholic beverages between CONUS and overseas or within overseas countries may be shipped subject to host country requirements/restrictions identified. When undefined or in doubt, the TO/TMO will request clarification by message from the responsible transportation authority at destination.



b. **CIGARETTES/TOBACCO PRODUCTS:** Shipments of cigarettes/tobacco products between CONUS and overseas or within overseas countries may be shipped subject to host country requirements/restrictions identified. When undefined or in doubt, the TMO will request clarification by message from the responsible transportation authority at destination.

c. **COSMETICS:** No restrictions identified.

d. **FOODSTUFFS/MEATS:** No restrictions identified.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified.

4. **ELECTRICAL EQUIPMENT:**

a. **HOME COMPUTERS:** No restrictions identified.

b. **TVs/VCRs:** No restrictions identified.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:** Please refer to the information submitted under paragraph 1.a. Weight Restriction and limitation versus square footage for NSRR housing units. (CH)

6. **PETS/QUARANTINE:**

a. Animals authorized to be kept as pets in the family housing area are limited to common household pets, i.e., cats, dogs, and other small indoor animals.

b. If shipping a pet, contact the airline to get complete information including lay-overs, pet-care facilities, and cost.

c. Veterinary services are available at cost on station at NAVSTA Roosevelt Roads and Fort Buchanan.

7. **PRIVATELY OWNED FIREARMS (POFs):**

a. Personnel shipping pistols, revolvers or other firearms in their shipment of baggage or household goods to Puerto Rico should be made aware of the provisions of the "Weapons Law of Puerto Rico." The mere possession of a firearm without a license issued by the Chief of Police of Puerto Rico is a crime punishable as a misdemeanor. The bearing, carrying, or transporting of a firearm without a second license issued by a judge of a superior court of Puerto Rico is a crime punishable as a felony.

b. When a shipment of unaccompanied baggage or household goods containing firearms arrives in Puerto Rico, the firearms will be impounded at the agent's warehouse in the presence of the member by a representative of the Police Department of Firearms. Firearms may not be retrieved until proper authorization to possess the weapon is granted.

c. To facilitate identification of shipments including firearms, such items should be specifically listed on the descriptive inventory and shipping documents (PPGBLS/TCMDS). POFs should be packed in container number one (1) of UB to facilitate access to the shipment.

d. Shipping firearms to Puerto Rico can and will create delivery problems, warehousing and port clearance delays. We strongly recommend your weapons be stored in NTS for the duration of your tour in Puerto Rico. Local and military authorities will not allow you to have firearms in your possession or at your residence. All firearms will be secured by the local police (or by base security if they have space available at the base armory). (CH)

8. **PRIVATELY OWNED VEHICLES (POVs) :**

a. **POVs:** (includes information on prohibited vehicles, colors, etc.)

(1) Service members or DOD civilians are unauthorized to import more than one (1) POV on the same set of orders. This is subject to DOD disciplinary action, a Treasury Department Fine, and/or prosecution by the Commonwealth Department of Justice for violation of excise tax laws, among others. Only one (1) motorized vehicle either two or four-wheeled, can be imported tax-free for military or DOD civilians under PCS orders, unless both members of the family are service members provided individual does not sell the same POV after arrival. If a sale of subject POV is made, taxes must be paid prior to Commonwealth title transfer. Separatees and retirees must pay taxes.

(2) All POV shipments to Puerto Rico are to be consigned to Capitol VPC, San Juan, Puerto Rico. For status on your vehicle contact them at 1-888-872-6064, 787-792-1233, 787-782-6544, FAX 787-781-0688, in the internet visit [www.whereismypov.com](http://www.whereismypov.com). The following documents are required when picking up your POV, plus additional POV information. (CH)

- (a) A copy of the orders
- (b) ID card
- (c) Registration or title
- (d) Copy of DD Form 788

(3) Excise taxes will have to be paid when vehicles arrive in Puerto Rico more than 90 days after member's arrival. An extension of up to six months may be granted in unusual cases. The excise tax must be paid by members not exempt under paragraph 8a(1) before the motor vehicle is moved from the port of entry. The Commonwealth of Puerto Rico exempts only one (1) vehicle per active duty service member or DOD civilian from excise tax. Retirees and ETS cases are not exempt. Excise tax must be paid on a second or third car.

(a) These taxes are based on the "Black Book" value of all new and used cars imported into the island. Taxes must be paid by a certified check, money order, or cash prior to delivery to the owner.

(b) There is a minimum tax of \$750.00 if the book value of the car is \$5,844.00 or less.

(c) Book value from \$5,844.00 up to \$10,130.00, tax is \$750.00 plus 13 percent of the excess over \$5,844.00.

(d) Book value from \$10,130.00 up to \$20,260.00, tax is \$1,307.00 plus 25 percent of the excess over the \$10,130.00.

(e) Book value from \$20,260.00 to \$42,546.00, tax is \$3,840.00 plus 40 percent of the excess over \$20,260.00.

(f) Book Value over \$42,546.00, tax is 30 percent of value.

(g) Multiple use vehicles, such as Cherokee, Trooper, Montero, "Minivans", Mercury Village, Dodge and Astro van, pay 13 percent provided the Black Book cost does not exceed \$20,000.00. If it does, the tax is \$2,600.00 plus 20 percent of the excess over \$20,000.00.

(h) Tax information is provided by the Commonwealth Tax Bureau (Hacienda). It is highly recommended that prior to taxable POV shipment, the decision making individuals double-check with Hacienda on the tax due. Call Hacienda at (787) 783-3288/3010 before release of any imported taxable POV from the MTMC Terminal San Juan, PR. No tax, no POV.

b. **MOTORCYCLES/MOPEDS:** Mopeds or motorcycles shipped as HHG must be packed separately from other HHG since they must be cleared by the Puerto Rico Tax Authority. If you are shipping a POV the motorcycle/moped will count as a second vehicle and will have to pay taxes. (CH)

c. **GASOLINE/CATALYTIC CONVERTERS:** Regular and premium unleaded gasoline and diesel fuel are available in Puerto Rico.

d. **INSURANCE/SAFETY REQUIREMENTS:**

(1) ACAA sticker, can be purchased at any tax office (Colecturias). All motor vehicles are required to have Puerto Rico Medical Liability Insurance, called "ACAA" at a cost of \$35.00 per year. No vehicle is released to the owner until this fee is paid. In addition to the ACAA each vehicle must have a mandatory liability insurance (Seguro compulsorio) that costs \$99.00 a year. (CH)

(2) The owner must get plates and registration sticker and safety inspection within 72 hours of the individual picking up the vehicle.

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

11. **TRANSMITTING EQUIPMENT:**

- a. **CBS:** No restrictions identified.
- b. **AMATEUR/HAM RADIOS:** No restrictions identified.
- c. **MARS EQUIPMENT:** No restrictions identified.
- d. **DISH ANTENNAS:** No restrictions identified.
- e. **CORDLESS PHONES:** No restrictions identified.

12. **SEPARATEES/RETIREEES ENTITLEMENTS/LIMITATIONS:**

a. Members shipping personal property into Puerto Rico under retirement/separation orders must be made to understand that permanent storage entitlement are to be utilized at origin. SIT will not be authorized beyond 180 days except for emergency circumstances beyond the control of the member. After 180 days, storage will be converted to member's expense.

b. All DD 1299s must include in blocks 8.g and 8.h current intransit telephone number and mailing address. Members need to be reminded of the requirements to contact the personal property office immediately upon arrival in the area.

c. Only shipments for retiring and separating members will ship into the Caribbean Islands of: Anguilla, Antigua, Aruba, Bahamas, Barbados, Bermuda, Caymen Islands, Curacao, Dominica, Grenada, Guadalupe, Guyana, Haiti, Jamaica, Martinique, Montserrat, St. Barts, St. Eustatius, St. Kitts and Nevis, St. Lucia, St. Martin, St. Vincent, Trinidad and Tobago, and Tortola. Please advise all members any and all customs requirements for local taxes and awareness of local firearms laws and requirements for permits, etc., will be the responsibility of the member. All shipments with the destination of any of the above islands must be routed through the "OTO" system. Annotate your ITGBL, block 18, to the specific island desired. Annotate block 20 with OSNC/N00389 Personal Property Office, N403, PSC 1008 Box 3002, FPO AA 34051.

(1) Please be aware the "TOPs" computer system will not correctly route "OTO" shipments. Do not send the shipment directly to Puerto Rico because it will take an OTO to re-route it to its destination.

(2) If any questions arise when processing a member to one of the above please call the transportation officer in Roosevelt Roads, at DSN: 831-XXXX COMM: (787) 865-4112/3013/3014. Telephone calls are much cheaper than misrouted shipments.

d. Ensure retirees, separatees and members shipping designated location shipments to Puerto Rico, are thoroughly counseled on excise tax information.

13. **OTHER:**

a. **EXCISE TAX INFORMATION:**

(1) Only US military and DOD civilians on PCS orders for active duty in Puerto Rico are exempt from Puerto Rico excise tax. Personal property of all other service members and DOD civilians which is imported into Puerto Rico is subject to tax. Service members moving to Puerto Rico for retirement or separation or who move their families to Puerto Rico when they are assigned to another area where dependents are authorized are subject to the tax. The tax must be paid prior to scheduling the property for delivery to the member.

(2) The Excise Tax on personal property is 6.6 percent of the appraised value of the taxable items. The tax on motor vehicles may be from fourteen (14) to eighty-five (85) percent of the vehicle's taxable price in Puerto Rico.

(3) To obtain Puerto Rico excise tax exemption, the service member or civilian employee must present Puerto Rico tax authorities with his/her ID card, copies of PCS orders, and in the case of motor vehicles, the corresponding title registration documents, and DD 788 private vehicle shipping/inspection documents. Generally, HHG or military members and civilian employees entitled to excise tax exemption will be cleared through the tax office by the carrier's agent or DPM contractor.

b. **PLEASURE BOATS:** Pleasure boats are authorized to be imported into Puerto Rico as household goods. Upon introduction into the Commonwealth of Puerto Rico, boats are subject to an excise tax of 6.6 percent. Boat owners must have in their possession a valid state registration and a bill of sale. Lack of these documents will cause undue delays in the turnover of the boat and costly storage fees.

1. GENERAL:

- a. **GBLOC:** RIDK
- b. **DODAAC:** HHAS3S
- c. **POC:** Mr. Chandra M. Shun or Ms. Jamilah Wahid (CH)
- d. **E-MAIL:** [morgansc@state.gov](mailto:morgansc@state.gov) (CH)
- e. **TWX:** AMEMBASSY SINGAPORE//GSO//
- f. **MAIL:** GENERAL SERVICE OFFICER  
US EMBASSY SINGAPORE  
PSC 470  
FPO AP 96534-0001
- g. **CROSS REFERENCE OF APOs/FPOs SERVED:** None
- h. **APOD:** None **WPOD:** SINGAPORE, SN-RBI
- i. **DSN:** None **COMM:** 011-65-476-9316/9451 (CH)
- j. **FAX:** **DSN:** None **COMM:** 011-65-476-9342 (CH)

2. CONSIGNMENT INSTRUCTIONS: Ship ITGBL HHG via Code 4 and ITGBL UB via Code 8. Consign to The American Embassy, The American Embassy, Singapore 27, Napier Road Singapore 258-508 ATTN: GSO - Shipping. Upon shipping please forward the ocean bill of lading, packing list to the Embassy, via courier service. The PPGBL does not provide detailed shipping information such as name of vessel, B/L number and ETD of vessel. This information is required to prepare documents for custom clearance and shipment tracers. (CH)

3. SPECIAL INSTRUCTIONS: Refer to record 105-1 SINGAPORE(SN) - GENERAL INSTRUCTIONS.

1. GENERAL:

- a. **GBLOC:** VTDK
- b. **DODAAC:** H91288
- c. **POC:** GYSGT Dennis T. Freeman, 011-380-44-490-4031
- d. **E-MAIL:** [daokiev@hotmail.com](mailto:daokiev@hotmail.com) [attn:gysgtfreeman](mailto:attn:gysgtfreeman)
- e. **TWX:** AMEMBASSY KIEV UA//GSO//
- f. **MAIL:** GENERAL SERVICES OFFICER  
USDAO AMERICAN EMBASSY KIEV  
DEPARTMENT OF STATE POUCH  
WASHINGTON DC 20521
- g. **CROSS REFERENCES FOR APOS/FPOS SERVED:** None.
- h. **APOD:** Borispil Intl, UA-KBP **WPOD:** Illychivsk, UA-ILJ, Odessa, UA-  
ODS
- i. **DSN:** 246-9750, EXT 154 **COMM:** 011-380-44-246-9750
- j. **FAX:** DSN: None **COMM:** 011-380-44-212-2365

2. CONSIGNMENT INSTRUCTIONS:

**ITGBL HHG, ITGBL BAGGAGE:** All personal property shipments destined for or originating from Kiev, Ukraine, must use one of the following contractors.  
(CH)

- a. **INTERDEAN:** 5 Sluzhbova ST.  
Kiev-03115 (CH)  
Ukraine  
Tel/FAX: (Cntry 38 City 044) 452-4145/450-3577/0346  
EMAIL: [vladimir@interdean.kiev.ua](mailto:vladimir@interdean.kiev.ua)  
[Marchuk@interdean.ukrnet.net](mailto:Marchuk@interdean.ukrnet.net) (CH)  
[andrey@interdean.kiev.ua](mailto:andrey@interdean.kiev.ua)
- b. **AGS:** Julien Guyette  
32 Chistyakovksa St  
03062 Kiev, Ukraine (CH)  
Tel: (Cntry 38 City 044) 443-0801/Mobile: 465-8586 FAX: 443-735  
EMAIL: [ask Kiev@ags.kiev.ua](mailto:ask Kiev@ags.kiev.ua)  
WEBPAGE: <http://www.ags-worldwide-movers.com>
- c. **Compass Kiev:** Alexei Swischov or Radim Beloborodov  
6/8 Tsitadelna St. APT 5 3 Floor  
Kiev, Ukraine 01015 (CH)  
Tel/FAX: (Cntry 38 City 044) 531-9985, 290-6346, 254-2094  
Mobile: 466-3095, 531-7947  
EMAIL: [mover@compasswm.kiev.ua](mailto:mover@compasswm.kiev.ua)

3. SPECIAL INSTRUCTIONS: Refer to record 119-1A KIEV UKRAINE(UA) - GENERAL

